New Hope-Solebury Middle School

Parent and Student Handbook

2017-2018 School Year

“Respect, Responsibility, and Relationships”

New Hope-Solebury Middle School Mission Statement

Recognizing the unique needs of a middle level learner, the New Hope-Solebury Middle School community is committed to promoting a program that offers a balance between academic achievement and the social-emotional development of all of our students: one which strives to inspire and empower our students to become respectful, reasonable lifelong learners.

Dr. Christina Cortellessa
Middle School Principal
c Cortellessa@nhsd.org

Mr. Erik Pedersen
Athletic Director
epedersen@nhsd.org

Our Motto: **ROAR!** Removing Obstacles to Achieve Results
Dear Parents, Guardians, and Students:

The target of the educational program at NH-S Middle School is to maximize the academic, social, and emotional development of each student and to meet the unique needs of each child. We strive to inspire and empower our students to become passionate, confident, life-long learners, by developing skills and strength of character.

Middle school is a time of tremendous challenge and growth. Providing consistency in our academic as well as social programming is essential to creating the optimal learning environment. Within such a learning environment, we aim to foster the development of interpersonal skills that develop healthy relationships, and support academic potential.

With middle school being a time of self-discovery, it is our primary goal to support student success and encourage a love of learning. By definition, learning is acquiring something that one does not possess, such as knowledge or skills. With that in mind, every adult in the middle school serves to challenge children, through a myriad of learning, academic and social experiences so that they may acquire knowledge or skills yet to be attained. To that end, we welcome a collaborative and respectful relationship with parents as we navigate middle school together.

Lastly, our purpose is developed by teachers and students in order to foster a safe and rigorous learning environment. Please review the content of this booklet with your child, and confirm that review by signing/returning the “Policies and Procedures Sign-Off form” included. We look forward to working with you during your middle school years.

Yours in Education,

The New Hope-Solebury Middle School Administration, Faculty, and Staff
Purpose of the Parent / Student Handbook:

- To foster ongoing communication among students, parents, guardians, and staff.
- To provide students and families an easy reference for the essential guidelines that parents and students desire.
- To detail the necessary information for all to peruse and make aware. If there are any questions concerning policy, procedures, programs, etc., please contact your Counselor or Principal.

Contents: This handbook contains a great deal of information needed to understand expectations of you as a Middle School student and parent/guardian. Please reference this book when you have questions about Middle School procedure. In the event you cannot find an answer to your question in this book, contact a teacher or the Office. Please take time to review all NHSD Policies. Some of the more relevant policies pertaining to MS are referenced here for your convenience, but all NHSD Policies are on the District web page (www.nhsd.org) and in hard copy in each building.

Section A: Middle School Tips A-Z …….. Pages 9 – 40

Section B: Middle School Forms ……….. Page 43 – 51
*Parent/Guardian & Student sign-off form*

Section C: Code of Conduct for Interscholastic Athletics & Extracurricular Activities ………………….. Pages 53 – 63
*Parent/Guardian & Student sign-off form*

Section D: District Policies ………………..Pages 65 - 78

Opening Day Activities: Teachers will highlight this handbook and discuss school policies and procedures. Please do the same at home. Thank you and have a wonderful school year!
NEW HOPE-SOLEBURY MIDDLE SCHOOL
CURRICULUM

Sixth Grade

English
Social Studies
Core 6 or Pre-Algebra
Science
Foreign Language Orientation (Spanish, French)

Fine Arts (Art & Music)
Technology Education
Physical Education
Reading
Health
Gifted Humanities/Enrichment
Humanities

Seventh Grade

English
Mathematics (Core 7, Pre-Algebra, Algebra)
Social Studies
Science
Gifted English
Foreign Language (Spanish, French)

Fine Arts (Art and Music)
Technology Education
Reading
Physical Education
Health

Eighth Grade

English
Mathematics (Introduction To Algebra, Algebra, Geometry)
Science
Social Studies
Health and Physical Education
Foreign Language (Spanish, French)

Fine Arts (Art and Music)
Technology Education
Gifted Specials
# Mathematics Pathways

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
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<tbody>
<tr>
<td>RRMath</td>
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<td>Core 7</td>
<td>Intro to Algebra</td>
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<tr>
<td>Core 6</td>
<td>Pre-Algebra</td>
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<tr>
<td>Pre-Algebra</td>
<td>Algebra 1</td>
<td>Geometry</td>
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# English Pathways
6th Grade  7th Grade  8th Grade

English 6  English 7  English 8

Gifted English 6  Gifted 7  Honors 8

*Recommendations to Honors English and all math classes are based on the following:

Math: End of year placement assessments, grades, PSSA scores, PVASS score, and teacher recommendation.

English: Grades, teacher recommendation.

BELL SCHEDULES *** Early Dismissal Days may vary in timetable, but they begin at our regular time, 7:50 and end at an 11:00 am dismissal time.

**Announcements
In HR and 8th Pd. (if need be).

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<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Grade 7</th>
<th>Grade 8</th>
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<tbody>
<tr>
<td>Homeroom</td>
<td>7:50-8:00</td>
<td>HR</td>
<td>HR</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:04-8:45</td>
<td>Core</td>
<td>Core</td>
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<tr>
<td>Period 2</td>
<td>8:49-9:30</td>
<td>Specials</td>
<td>Core</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:34-10:15</td>
<td>Specials</td>
<td>Core</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:19-11:00</td>
<td>Core</td>
<td>Specials</td>
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<tr>
<td>Period 5</td>
<td>11:04-11:45</td>
<td>Core</td>
<td>Specials</td>
</tr>
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<td></td>
</tr>
<tr>
<td>Period 6</td>
<td>12:19-1:00</td>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:04-1:45</td>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:49-2:30</td>
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<td></td>
<td>M-F</td>
<td>M-F</td>
</tr>
<tr>
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<td>Academic</td>
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</tr>
<tr>
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<td>T-W-TH</td>
<td>T-W-TH</td>
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6th Grade Bell Schedule
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<tbody>
<tr>
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<td>HR</td>
</tr>
<tr>
<td>Block 1</td>
<td>8:03-8:57</td>
<td>English, Math, Science</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:01-9:55</td>
<td>English, Math, Science</td>
</tr>
<tr>
<td>Block 3</td>
<td>9:58-10:52</td>
<td>English, Math, Science</td>
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<tr>
<td>Block 4</td>
<td>10:55-11:45</td>
<td>English, Math, Science</td>
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<tr>
<td>Lunch</td>
<td>11:47-12:17</td>
<td></td>
</tr>
<tr>
<td>Period 6</td>
<td>12:19-1:00</td>
<td>Special 1</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:04-1:45</td>
<td>Special 2 (5, 7 week encores)</td>
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<tr>
<td>Period 8</td>
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<td>M/F – Advisory</td>
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<td></td>
<td></td>
<td>T/W/TH – Academic</td>
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</table>

**Announcements**

In HR and 8\textsuperscript{th} Pd. (if need be).

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### 7\textsuperscript{th} & 8\textsuperscript{th} Grade Delay Schedules

#### 1 Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>8:50-8:56</td>
</tr>
<tr>
<td>1</td>
<td>8:59-9:34</td>
</tr>
<tr>
<td>2</td>
<td>9:37-10:12</td>
</tr>
<tr>
<td>3</td>
<td>10:15-10:50</td>
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<tr>
<td>4</td>
<td>10:53-11:28</td>
</tr>
<tr>
<td>5</td>
<td>11:31-12:06</td>
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<tr>
<td>Lunch</td>
<td>12:09-12:39</td>
</tr>
<tr>
<td>6</td>
<td>12:42-1:17</td>
</tr>
<tr>
<td>7</td>
<td>1:20-1:58</td>
</tr>
<tr>
<td>8 (Acad/Adv)</td>
<td>2:01-2:30</td>
</tr>
</tbody>
</table>

#### 2 Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
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<td>9:50-9:56</td>
</tr>
<tr>
<td>1</td>
<td>9:59-10:27</td>
</tr>
<tr>
<td>2</td>
<td>10:30-10:58</td>
</tr>
<tr>
<td>3</td>
<td>11:01-11:29</td>
</tr>
<tr>
<td>4</td>
<td>11:32-12:00</td>
</tr>
<tr>
<td>5</td>
<td>12:03-12:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:33-1:00</td>
</tr>
<tr>
<td>6</td>
<td>1:03-1:30</td>
</tr>
<tr>
<td>7</td>
<td>1:33-2:00</td>
</tr>
<tr>
<td>8 (Acad/Adv)</td>
<td>2:03-2:30</td>
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</tbody>
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### 6\textsuperscript{th} Grade Delay Schedules
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<th>1 Hour Delay Time</th>
<th>Block</th>
<th>2 Hour Delay Time</th>
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<tbody>
<tr>
<td>HR</td>
<td>8:50-8:56</td>
<td>HR</td>
<td>9:50-9:56</td>
</tr>
<tr>
<td>1</td>
<td>8:59-9:43</td>
<td>1</td>
<td>9:59-10:36</td>
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<tr>
<td>2</td>
<td>9:46-10:30</td>
<td>2</td>
<td>10:39-11:15</td>
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<tr>
<td>4</td>
<td>11:20-12:03</td>
<td>4</td>
<td>11:56-12:31</td>
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<tr>
<td>Lunch</td>
<td>12:06-12:39</td>
<td>Lunch</td>
<td>12:33-1:00</td>
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<td>6</td>
<td>12:42-1:17</td>
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<td>1:03-1:30</td>
</tr>
<tr>
<td>7</td>
<td>1:20-1:58</td>
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<td>1:33-2:00</td>
</tr>
<tr>
<td>8 (Acad/Adv)</td>
<td>2:01-2:30</td>
<td>8 (Acad/Adv)</td>
<td>2:03-2:30</td>
</tr>
</tbody>
</table>

**SECTION A:**

**MIDDLE SCHOOL TIPS A – Z**

**Pages 9 - 40**

A

DIVISORY PERIOD
An advisory program is an arrangement whereby one adult and a small group of students have an opportunity to interact on a regularly scheduled basis. This partnership provides a caring, supportive environment for academic guidance, peer recognition, and the promotion of good citizenship. Middle school advisory programs help to bridge the gap between the self-contained elementary school and the independent world of high school. Such programs play a major role in helping our young people through the turbulence of early adolescence.

Advisory will occur every Monday and Friday during 8th Pd.

ATHLETICS AND ACTIVITIES

Every student who represents the New Hope-Solebury Middle School on an athletic team is expected to conduct himself/herself in such a manner as to reflect positively upon the middle school. Every student must remember that he/she is a representative of our MS first and an athlete second. Being a member of an athletic team does not entitle any student to any special privileges in the school. Rather, it may carry an additional task of being a good school citizen. In the face of peer pressure, athletes and those involved with extra-curricular programs are encouraged to act in ways which promote citizenship and avoid violating school rules. In as much as we encourage student participation in extra-curricular activities, we also expect that they will set good examples of citizenship and cooperation. Such behavior will reflect upon them as individuals as well as representatives of NHSMS.

ELIGIBILITY AND POLICY FOR CO-CURRICULAR ACTIVITIES

The philosophy of the New Hope-Solebury Middle School is for students to make the most of their middle school experience by becoming actively involved in co-curricular activities. Participating in sports, clubs, or other co-curricular events enhances a child’s experience and is strongly encouraged by the NHS-MS staff. Students should understand that participation in co-curricular activities is a privilege, and an extension of their academic program, which is the priority.

The following academic eligibility policy has been established to set guidelines for those students who decide to become actively involved in the middle school co-curricular program.

- All students who are participating in any co-curricular program are expected to maintain a good academic record, which is defined in # 2 below.
- Any student who is failing two or more subjects (any subject) will be ineligible to participate in his/her assigned activity for one week. The student should seek academic support until his/her grade(s) are passing.
- Teachers will be responsible for updating their eligibility information via eSchool.
- Eligibility will be reviewed and reported weekly.

ATTENDANCE POLICIES AND PROCEDURES
School day for students is 7:50 to 2:30.

**Late Arrival:** student arrives between 7:50 – 8:45 am
**AM Absence:** any student arriving after 8:50 am will be tagged as .5 day AM absence
**Early Dismissal:** student is signed out between 1:45 – 2:30 pm
**PM Absence:** any student signed out prior to 1:45 will be tagged as .5 day PM absence.

Students are expected to be in attendance on all of the days and hours that school is in session unless urgent reasons exist to justify their absences. Pennsylvania law mandates that every parent or guardian having control or charge of any child of school age shall comply with the requirements of compulsory attendance. The School Code of the Commonwealth of PA allows for students to be absent only for “urgent reasons.” Urgent reasons may include illness, doctor and dentist appointments (with note from doctor or dentist), and religious reasons. All other absences, including absences where an excuse note (signed by a legal guardian) is not submitted within three (3) days after return from an absence, will be considered unexcused. **ALL NOTES must be turned in to the attendance office, to Mrs. Mercandetti.**

http://www.portal.state.pa.us/portal/server.pt/community/purdon's_statutes/7503/compulsory_attendance_and_truancy_elimination_plan/507353

**Parent/Guardian and students should remember to:**
- Email @ msattendance@nhsd.org
- Provide a note excusing lateness when there is an illness/emergency.
- Provide a note excusing absence within three days of the student’s return to school.
- Provide a doctor’s note in case of excessive absence due to illness or surgery.

**To assist parents in monitoring their student’s attendance, NHSMS will:**

Have automated phone calls placed home and/or an email when students are absent with reminder to bring in or email a note to clear the absence.
- Send out letter after the 3rd unlawful absence (no notification from parent within 3 days of absence).
- Send out letter after 5 cumulative absences (total of lawful or unlawful).
- Send out letter after 10 cumulative absences. Any subsequent absence without medical excuse note will result in an unlawful absence and necessitate a truancy elimination meeting.
- The law states a child is truant after racking up three (3) unexcused absences in a school year. They are considered chronically truant after six (6) absences.

Please do not hesitate to call the school counselor, social worker or principal if you have any questions or concerns. Parents can also access Home Access Center for daily attendance from our website www.nhsd.org > Schools > Middle School > Parent Portal.

**AUTOMATED CALL SYSTEM:**
Attendance calls will go out daily for students who are late and/or absent by 10:00 AM as a
reminder that your child needs to provide a note upon his/her return.

**Unexcused absences include, but are not limited to: truancy, employment, oversleeping, missing the school bus, babysitting, visiting relatives, working at home, recreational activities, arriving home late from a vacation, shopping, and staying home to do school work.** Students with an unexcused absence are expected to make up the time missed and will not receive credit for the work missed. If no excuse note is submitted within three (3) days after returning from an absence, the absence will be recorded as unexcused and unlawful. **Accumulation of three (3) or more unlawful/unexcused absences will result in a referral to the School District’s Home and School Visitor.** Absences in excess of ten (10) days will require a doctor’s note for additional absences.

Attendance, in cooperation with the Home and School Visitor, the School Nurse and the Guidance Department, will investigate excessive absence. Doctors’ notes are required for extended absences due to illness and for frequent absences caused by chronic health problems. This is to protect the student as well as other students and staff in school.

All students who need to be excused from school for a special reason, such as a doctor or dental appointment or other emergency, **MUST** report to the attendance office during Homeroom and not during class, to obtain an early dismissal pass. These students **MUST** bring a note from home stating the reason for the early dismissal. A doctor’s note or an appointment card is necessary for verification. The early dismissal pass **MUST** be returned to the attendance office. **In order to take part in any after school event, students must attend school for at least half of that day (by 11:00 AM).** For information about obtaining missed homework, see the *Homework* section.

**Absentees for family travel** will be excused when the student would either be left alone or a non-family member would be required to supervise the student. Parents must notify the attendance and guidance offices in writing at least 15 days prior to the absence, so the student can obtain the family travel form, and have it signed by teachers who will give assignments. All work missed must be made up by the student.

Students may also be excused from school for educational tours or trips, which are defined as non-school sponsored trips taken by the student with immediate family members in attendance. Requests for such trips must be sent by the parent in writing using the district form (section 2 of this booklet) at least 15 days prior to the absence. The principal must approve all such requests and will consider whether there is sufficient reason why the trip is scheduled during school hours and whether the trip is truly educational in nature. It is the student's responsibility to see that **all make-up work is obtained from teachers and completed within a week of returning from the trip.** Students will not be excused for absences that exceed 5 days, due to family travel.

If travel plans exceed the 5 day allotment for the school year, the student absence will be recorded as unexcused for the additional days.

*See Appendix for NHSD Policy*
WARDS

STUDENT OF THE MONTH
Two Students of the Month per grade will be named by faculty. The selection will be made by nominators selected by staff.

The recipient shall be a student who has, within the past month or months, demonstrated personal growth in any area that contributes to his/her well-being in terms of behavior or academic achievement, who has demonstrated good school citizenship through acts of kindness or hard work, and/or who’s actions have reflected our school theme of “Respect, Responsibility, Relationships”. The recipient will be honored with their family in a monthly breakfast!

DISTINGUISHED HONOR ROLL AND PRINCIPAL'S HONOR ROLL
Each marking period students are recognized for their academic achievement through the Distinguished Honor and Principal’s Honor Rolls.
Students who have earned all A's = Distinguished Honor Roll.
Students who earn all B's or better = Principal's Honor Roll.
A student will be ineligible for distinguished honors or principal honors if they received any of the following: C,D,F, or I.

END OF THE YEAR ASSEMBLY AWARDS GRADES 6, 7 AND 8
6th and 7th grade teams honor students in a special ceremony at the end of each school year. These student assemblies are informal in nature and are intended to recognize individual and collective student performance.

ADDITIONAL AWARDS-GRADE 8 ONLY

Subject Area (Trophy) Awards
Subject Area Awards are given in each content area, Unified Arts, HPE, B/C/O and World Language.

American Legion Citizenship Award
A most prestigious medal is presented to the 8th grade male and female who best exemplify the
following characteristics: honor, service, Americanism, leadership, courage, and scholastic achievement. Recipients exemplify the qualities of outstanding character, scholarship, leadership, and acceptance of responsibility.

B

and/Chorus/Orchestra Programs
Students who have an interest in music performance have the option to sign up for Band, Chorus, or Orchestra opposite of their PE rotation. Our music performance courses require students to be committed to practices, performances and occasional evening and weekend events.

B

BOOK BAG / BACKPACK POLICY

Because of hallway safety issues and classroom storage considerations, students may use book bags only to carry books to and from school. The rest of the day, book bags must be stored in lockers. The maximum size of a purse to be carried for personal items is 10” X 10”. Students may not wear any form of bag on their back. Gym clothes are best carried in disposable plastic bags.

B

BULLYING POLICY

Bullying is defined as repeated, intentional, hurtful words, acts, and other behaviors against another. Bullying is the hidden culture in our schools. The ways it appears are: Physical – hitting, unwanted touching, horseplay. Verbal - name calling/teasing, threatening behaviors. Emotional - exclusion, false rumors, Facebooking…among others. Cyber: electronic act or series of acts directed at a student or employee. See Appendix for NHSD Policy

B

US TRANSPORTATION

Appropriate student behavior supports the driver in safely navigating the bus route.

- Respect your bus driver and fellow students.
- Stand in line to board the bus. No pushing or shoving while waiting in line.
- Go directly to your seat. No changing seats once the bus is in motion.
• Do not throw anything inside or outside of the bus.
• No eating, drinking or chewing gum.
• No inappropriate language (cursing).
• No bullying on the bus (fighting, pushing or shoving).
• No loud talking.
• Do not delay bus departure – go directly to your assigned bus.
• All school rules apply while riding on the bus.
• Use of cell phones during bus transportation is subject to disciplinary action if used inappropriately as outlined in our electronics use policy. District policy #237.

Bus transportation is a privilege. Failure to observe district rules may result in temporary or permanent denial of transportation.

Problems dealing with the bus ride should be reported to the bus driver or the bus transportation department. If further action is necessary, contact the school. See also Bus Policies in the Discipline Code.

Emergency request for a change
The parent must request any change through the attendance office via Mrs. Mercandetti in writing, or if necessary by telephone, with a written confirmation following as soon as possible. The reason for the change must be an “emergency” in nature. Changes will not be made to accommodate play dates, sleep-overs or recreational activities outside of the school day.

Questions concerning bus transportation should be directed to the Transportation Department (215) 862-5910

C

AFETERIA

Specific rules and regulations regarding the cafeteria are covered with the student body during the first few days of school each fall. Students are expected to follow common rules of courtesy and consideration for others while in the cafeteria so that the atmosphere is a pleasant one in which to enjoy lunch. Lunch is the one “social” time planned into the school day, and should be enjoyable for all students. Students are to remain in the cafeteria for the entire lunch period unless excused by a teacher. The student must produce a pass to leave the café.

When making payments to your child’s cafeteria account, you may do so in two ways: online at www.myschoolbucks.com OR by making a check made payable to New Hope-Solebury Cafeteria Fund. Please note your child’s name & PIN number on the check, which can be handed in at the main office. It is the expectation that parents/guardians will have funds available in their child’s account. In the event a student has a negative balance a lunch platter will be provided, however additional ala carte purchases will not be permitted and a notice will be sent home.
Payments by cash or check must be dropped off in the main office at the beginning of the school day. Payments should not be dropped off during lunch times. The information is located in the Parents/Students Resources section of the District Website.

RULES to Café Behavior

- Students should report to the cafeteria in a timely fashion.
- Students must ask permission and sign in/out to leave cafeteria during lunch.
- After going through the cafeteria line, students should go directly to their table.
- Students should remain seated as much as possible during lunch.
- Food service will close the last five minutes of each lunch. Students will return to their seats and clean up any trash or mess left.
- All food and drinks should remain in the cafeteria.
- Running is not permitted.
- Throwing food is prohibited.
- If students drop food or spill a drink, they are responsible for cleaning it up.
- Students should clean up their table area, including the floor, when they have finished.
- Students should return trays to the dishwasher window.
- Aluminum/plastic cans/bottles should be placed in the recycling container.

CELL PHONES & ELECTRONIC DEVICES

The use/possession of cell phones for phone calls is not permitted in school. Cell phones should be kept in the student’s locker during class hours. Cell phones, iPods, laptops and other electronic devices as outlined in District Policy #237/Use of Electronic Devices, shall be permitted under the following condition: for instructional purposes as defined by the classroom instructor.

These devices may not be used in a way that disrupts the learning environment (i.e. text messaging a friend during class, purposely ringing phones, taking unauthorized pictures, etc.) Students are to turn off all electronic devices upon entering the school building. This is to include: cell phones, iPods, cd/dvd players, GPS devices or any other non-sanctioned electronic device that may cause a disruption to the school day. These devices are to be turned off and kept in backpacks in lockers. If a student wishes to store devices in the main office, they may do so upon request.

Infractions to these rules are as follows:

1st Offense – confiscated and returned at the end of the day with a warning.
2nd & 3rd Offense – Confiscated and returned via parent pickup.
4th Offense – Student/Parent conference with the Principal.

The school will not be responsible for the damage, loss or theft of any cell phone or electronic device.
Cheating is unacceptable behavior. Students found to be cheating on tests and/or quizzes, copying homework or any written work, will have papers taken and receive a failure for the evaluation. Teachers will notify parents of the incident, and report the infraction on a discipline form to the office.

In addition to the athletics, music and drama programs, there are clubs offered to students after school that do not require an activity fee. They are: Outdoor Club, TAG Club, Yearbook Club, Spirit Club, Odyssey of the Mind, Math Counts, 24 Club, Center Stage, Reading Olympics. If interested, you may obtain the paperwork from the Main Office or Club Advisor.

The community will be alerted to school closing via an automated phone call and Listserve. The district web page will also announce closings. Please follow emergency dismissal/closing procedures as stated on your Emergency Dismissal Form. Use of your pre-arranged plan will be enforced.

Our students are engaged in many activities throughout the year to perform various acts of service to the New Hope-Solebury community and beyond! While there are some fund raising activities, service learning is a core value of the NHS Middle School.
ONCERNS REVIEW PROCESS

In the event a student and/or parent encounter(s) a problem or has a concern about school operational practices, the following should be followed to ensure an equitable solution:

- Discuss the matter with the staff member who is closest to the source of concern.

If unresolved—

- Parent or guardian may contact the area supervisor/department chairperson/liaison (if applicable).
- Parent or guardian may contact the student’s counselor.
- Parent or guardian may contact the Principal.
- Parent or guardian may contact the Superintendent.
- If the issue is still unresolved, appeal in writing to the Board of School Directors.

Responses to initial inquiries/contacts should be made within a reasonable time frame, 24-48 hours.

MT – Crisis Management Team

The CMT is vigilant about safety and security concerns that may arise during the school day. It is comprised of teachers, nurse, principal, security, custodial, secretarial staff, – a cross section of school personnel. This team organizes emergency drills and are first responders in times of crisis. Some members are trained in Non-violent Crisis Prevention Procedures via CPI (Crisis Prevention Institute) and CPR.

ST – CHILD STUDY TEAM

Our CST team is a group of teachers, the school counselor, psychologist and principal who help teams of teachers to support students who may be having academic difficulties. As a team, we gather information from teachers, the student and parents to better understand the difficulties encountered by the student, and to brainstorm intervention strategies to support a child’s academic pursuits. Students are referred to this team by parents or teachers.

RTI – Response To Intervention. Students who are in need of further services due to academic difficulty will be given the necessary intervention to assist in their struggles. Progress will be monitored and updated at grade-level team meetings and weekly CST meetings. Parent contact will be made for any student who rises to a Level II status which requires more intensive intervention.
Examples of Level I:
- Team intervention – meeting with student to alert student to concern.
- Structured study within Academic Period.
- Data Collection to target further intervention.

Examples of Level II:
- Reading, Writing, Math support, requiring a change in schedule.
- After School HW Club referral.
- Data Collection and parental involvement.

CST Members: Dr. Cortellessa, Dr. Jen Wind, Mrs. Golden, Mrs. Derby, Mrs. Robtison, Mrs. Chuma.

DANCES

Dances are held for all MS students (with the exception of the ‘welcome back dance’). The student council/Spirit Club in concert with administration and Grade Level Sponsors determine the dance schedule and theme for the evening. The dress code is consistent with the school dress code. Dances are traditionally held on a Friday evening under the supervision of NHSMS staff members and parent volunteers. Dances are open only to eligible NHSMS students. Guests may not attend. Parent/Guardian must drop off and pick up in a timely fashion!

Permission slip located in appendix under MS forms will serve as permission for entire school year.

____________________________________

DEVICES: ONE-TO-ONE EXPECTATIONS
1. Follow all school/district rules according to the Code of Conduct, and NHSD Technology Acceptable use Policy while using their device.

2. Use their own ID and password. Impersonating another user is a violation of the Acceptable Use Policy. If you need password assistance, please ask an adult.

3. Understand that files stored on the school’s device, or on the school’s network are not private, and are property of the New Hope-Solebury School District.

4. Open browser windows, and applications, as directed by their teacher.

5. Refrain from playing games, or engaging in other off-task behavior, unless given direct permission from a teacher.

6. Store and carry their device in a case.

7. Demonstrate responsible behavior by taking care of your device and being respectful of others.

8. Only print school-related materials.


10. Keep their device charged for each academic day.

There will be a charge for lost/damaged chromebooks as well as items used in conjunction with the student device.
Lost case: $10
Lost charger: $30
Damaged Chromebook: Determined on an individual basis.

Chromebooks, cases, and chargers are collected at the end of the school year.

Consequences:

Failure to meet the expectations of appropriate use of technology can result in, but is not limited to, the following forms of progressive discipline:

- Loss of privilege to take the device home for 1-2 weeks.
- Technology suspension ranging from 10 days to a full year.
- 10, 20, 30, 60, 90 days as determined by principal
- Student will not be allowed to use any technology in school.
- The student will not be allowed to take the device home for the duration of the suspension.

- Detentions or suspensions may also be assigned according to the Code of Conduct, which will be determined on a case-by-case basis.
- Actions performed at home, while using the school device, can result in disciplinary action.
- Law enforcement agencies may be notified under some circumstances.
DETENTION

Detentions may be assigned for various reasons, such as misconduct in the classrooms, hallways, cafeteria, or for major offenses within the school. All detentions are well supervised and are a time to engage in worthwhile schoolwork. Detentions are assigned in two ways:

Teacher Level- teacher assigned detentions will be communicated to the parent by the assigning teacher. All teacher level detentions will be served on Wednesdays from 2:30 – 3:00pm.

Administrative Level Detentions are typically held 2:30 until 3:30 on Tuesdays and Thursdays. Students serving an administrative detention will assemble at 2:30 and meet the supervisor in charge of detention in the MS Library. Students assigned to an administrative detention are to go home immediately after the detention. If a child skips detention, he/she will automatically receive two detentions to be served on the next two detention days. Skipping either one of these two detentions will result in a Saturday detention. If a child misses the Saturday detention and the school is not contacted in advance, that will result in a suspension. Absence from school on detention day: detention will be rescheduled to the first detention day upon student’s return.

SATURDAY DETENTION:
Saturday detention will serve as a level of intervention addressing serious/habitual infractions as it relates to bullying, harassment and physical altercations, (repeat offenses and other more serious infractions) as well as accumulated unexcused absences and lateness to school. The Saturday detention will be served at the middle/high school during the hours of 7:00 AM-9:00 AM. Supervision by a staff member will occur during that time and the student (s) will be required to have material to work on or work related to their offense will be provided.

DISCIPLINE

See Appendix for NHSD Code of Conduct.

The model used for discipline is restorative in nature and serves the purpose of having children become aware of their words and actions, the impact of such on self and others, and provides the opportunity for reflection and correction. In the middle school we follow a model of progressive discipline, which most accurately depicts behavior patterns (continuation or elimination) exhibited by a child.
Progressive Discipline:
For low-level behavior issues, students will receive Teacher Level Detentions, as described above. After three teacher-level detentions, students will receive office referrals for administrative detentions. Progressive discipline will typically follow the sequence below. Under some circumstances, more significant consequences may result for serious infractions of the Code of Conduct, and some steps may be skipped.

I. Lunch Detention
II. Teacher-Level Detention
III. Administrative Referral
IV. Administrative Detention
V. In-School Suspension
VI. Out-of-School Suspension
VII. Expulsion

DRESS CODE

The intent of this policy is to encourage fashion that does not distract or impede the learning environment. It is commonly understood that student behavior and the total school environment are strongly influenced by the dress and appearance of the students.

Middle school students should maintain a clean, healthy, safe and neat appearance. We believe the following recommendations will assist each of us in maintaining the proper academic atmosphere in school by avoiding disruption of the educational environment.

- Clothing styles that reveal underwear garments are not considered appropriate for school.
- Pants that reveal boxer shorts or hang too low are prohibited.
- Bare midriff blouses and shirts are not acceptable. Clothing that is transparent, exposes the midriff, the naval or a neckline that is too low/revealing is not acceptable. Tights worn as slacks are prohibited. Form fitting shorts or pants are not acceptable.
- Hats, bandanas, athletic sweatbands are not acceptable. Headbands may be worn to hold hair out of your eyes but not as a form of group membership.
- Coats are not to be worn throughout the school day. Keep a sweatshirt or sweater in your locker for your personal comfort.
- Skirts and/or shorts are acceptable.
- “Spaghetti Strap” tank tops are not appropriate. The cut of sleeveless garments should not reveal underwear. Strapless, backless, halter/tube tops and spaghetti straps should not be worn.
- Spiked jewelry worn as necklaces or bracelets and clothing with spiked studs are considered a safety hazard. Also, chains hanging from clothing can be a hazard and should not be worn. Extreme make-up is discouraged.
- Appropriate footwear should be worn at all times during the school day. Students using crutches should wear sturdy shoes.
• Any clothes that advertise drugs, alcohol or offensive language are not permitted.
• Ragged, tattered, ripped, cut off clothing or clothing with holes are not acceptable.
• Sunglasses are not acceptable.
• Clothing that displays symbols of intolerance to race, creed or sexual identity are prohibited.

Realizing that the dictates of fashion change frequently and can affect the choices of apparel preferred by students, the school reserves the right to enforce rules for clothing.

Students not following the dress code will be notified by faculty members, asked to change, and/or call parents. Concerns regarding the dress code may be referred to the administration for further interventions/discipline.

• 1st referral = warning/dress altered
• 2nd referral = parent called to bring appropriate item
• 3rd referral = parent called to bring appropriate item
• 4th referral = detention
• More than 4 referrals = Saturday detention and/or suspension

D

RIVING STUDENTS TO AND FROM SCHOOL

Please follow the drop off and pick up procedures as to ensure student, staff and your safety!

AM DROP OFF:
Please arrive in a timely fashion. Being in the drop off line prior to 7:50 does not make you on time to school. You must be in HR by 7:50 to be considered on time for school!

Parents/Guardians: please follow cordial driving behaviors.
1. Students must enter the school using the front entrance.
2. All cars must move into the circle and remain in a single file…be patient and do not pass!
3. Students must exit the cars on the curb side and enter the building.
4. The line of cars entering the circle should not form double car lines as it is extremely dangerous and we do not want students running between cars.

PM PICK UP:
1) Students are to go home on their designated bus.
2) Students who need alternative transportation because of unusual circumstances (i.e. family emergency, no one home to receive small children) need to notify in writing a day in advance, or by email, phone or fax if emergency situations arise. Fax: 215-862-2862

3) Students who walk to meet an elder sibling in the high school parking lot, need a note to be sent to the Middle School Main Office (Dr. Cortellessa) in order for the Middle School to maintain accurate records for dismissal procedures. The same goes for any student who walks a younger sibling home from the UES. **Thank you for your cooperation in this matter: safety, and the safe transport of your child is our primary concern.**

**FIELD DAY/SPRIT DAY**

During the last weeks of the school year, administration and faculty plan an event with outdoor and indoor activities here at the middle school. Field/Spirit Day is a fun activity meant to build school spirit and camaraderie and is considered a privilege. If a child has disciplinary and/or academic issues, he/she may receive instruction in school rather than participate in events.

**FIELD TRIPS**

Signed permission slips are required for students to participate in field trips (see NHSD policy). Students not participating in field trips are still required to attend school. During the time of the field trip, they will be placed in another classroom with appropriate class work. During the time of the field trip (if not ill) is an unlawful absence. Attending a field trip is a privilege. Inappropriate behavior will be cause to have the privilege rescinded. For students requiring medication and/or medical attention during the day, we do provide a nurse on the trip, however, parents/guardians are welcome to attend the field trip to administer the medication. Teachers cannot be designated to do this.

A health survey form will be provided for each student by the teacher planning a field trip well in advance. Parents are expected to complete the health survey in a timely manner and this form will be reviewed by the school nurse.

**FREE OR REDUCED LUNCH**

Families who need to apply for free or reduced lunch may do so by obtaining forms from the
school social worker, school nurse or online.

F

UNDRAISING

*See Appendix for NHSD Board Policy*

G

GENERAL RULES AND REGULATIONS

TOP 25 RULES AND POLICIES TO KNOW AND REFERENCE:

- Students are to *turn off all electronic devices when entering the school building*. This is to include *cell phones, ipods, and any other device listed in Board Policy # 237*. *Devices are only permitted for instructional purposes and otherwise need to be turned off and kept in a backpack or locker.* Any devices which are carried by students throughout the school day will be confiscated and brought to the office. *The school will not be responsible for the loss or damage* of these personal articles and will not become involved if these items are stolen.

- The use of the *elevator* is restricted to injured student(s) and his/her designated “buddy”. Please provide a note stating why your child needs to use the elevator, i.e., crutches. An elevator key form will be sent home and the student may sign out the use of a key for the elevator and are responsible for returning the key at the end of the day. The student/family will be responsible for lost keys.

- Students *wearing inappropriate clothing* will be asked to change into other attire.

- Carry your *ID card in your chromebook case* at all times. Students are not to open doors for strangers.

- Students are *not to enter a classroom without a teacher* being present. If a student goes to a class and a teacher is not present, he/she should notify the office immediately.

- Students are prohibited from *buying/selling items for personal profit* on school property.

- *Respect property*. We encourage students to take pride in their classrooms and in the school campus as a matter of respect for your school. If a student finds school material or personal property belonging to someone else, she or he should turn it in to the main office immediately. Students will be held responsible for any damage done to school property, and to books and other materials issued to them. Respect for property also means not being careless about one's own school materials and personal belongings.

- *Be on time for class and school*. School begins at 7:50. Accumulation of late and absences will count toward your academic profile. *Detentions* will be assigned for 3 or more unexcused late arrivals to school.
• Students should not eat food or consume beverages at any time or place other than the cafeteria unless under the care of a doctor or permission from the school.

• Academic Periods are for educational benefit. During this period students have the opportunity to meet with teachers to discuss academic concerns, make-up assessments, or complete work. Academic periods can also be used for various social, physical and cultural activities. Advisory Periods are equally important for students and staff to engage in pro-social dialog and teen issues.

• Return all excuse notes, test results, library books/fines, etc. on time, to the appropriate personnel.

• Hats/coats may not be worn in the building. Refer to the dress code for appropriate attire guidelines…when in doubt, more coverage is the order of the day!

• Bus, Walk, Parent Pick-Up: the school will follow your designated mode of transportation as a default. If you are a bus rider, we expect you to ride the bus unless notified in writing from a parent/guardian 1 day in advance.

• Use of profanity is prohibited.

• Dishonesty and forgery is prohibited.

• Cutting class is prohibited and punishable by Saturday detention and suspension for repeat offenders.

• Fighting or play-fighting while at school, at bus stops, or on the bus is prohibited. Students should tell parents or an adult at school if there is a possibility that a fight may occur.

• Weapons and facsimile (look a-likes) of all weapons are prohibited.

• Attendance at all programs, either as a participant or as a spectator, is a privilege and with it goes the responsibility of maintaining acceptable behavior.

• Once students arrive on school property, they may not leave the grounds without office approval. Students may not leave school grounds at dismissal and then return to school for afternoon activities.

• Students who stay after school must be under the direct supervision of a teacher or adult sponsor.

• Open displays of affection (hand holding, kissing, hugging, etc.) are considered inappropriate and are not permitted.

• Students are encouraged to maintain appropriate behaviors while in the cafeteria to reinforce hygienic practices.

• Matches, lighters and smoking paraphernalia are not permitted in school.

GRADING

Report cards are available electronically according to the dates listed on the district calendar. The following grade system is used:
REPORT CARDS
There are four marking periods in the school year and 5 marking periods for rotating specials (for 7th & 8th grades only). Similar to last year, report cards are available via the Home Access Center. If you desire a paper copy, please contact the guidance office. If parents want to check academic progress on a regular basis, they are encouraged to use the parent portal. Please see the NHSD calendar for electronic availability of report cards and progress reports.

While all courses are important, promotion is attained by passing a minimum of 3 core classes.

HONOR ROLL

Distinguished Honor Roll
All A's
Principal's Honor Roll
All B's and A's

Ineligible - Any C, D, F, I
A student will be ineligible for distinguished honors or principal’s honors if they receive any of the following: C, D, F, I.

RAFFITI

Any student who intends to deface property or another person is in violation of code. Such action can be found in disciplinary consequences under description of vandalism and may result in 1 to 10 days suspension from school.

Students are not to be in possession of a pen, marker or other writing utensil for the purpose of defacing school property.

UIDANCE SERVICES

All NHSMS students are assigned to the guidance counselor. Students work with the same
counselor, Mrs. Heather Robtison, during all three years of middle school. The counselor provides individual counseling, crisis services, and group guidance activities that address the developmental needs of middle school students. In addition, the counselor administers the middle school standardized testing program and maintains the cumulative records for all NHSMS students. Students may request to see their counselor by scheduling an appointment in the guidance office. Parents/guardians may also arrange conferences with the counselor upon request.

H

HARASSMENT (INCLUDING SEXUAL HARASSMENT & CYBER BULLYING)
Harassment refers to student(s) who engage in a course of conduct or repeatedly commit acts which alarm or seriously annoy other person(s) and which serve no legitimate purpose. When a student believes that he or she is being harassed on school grounds, at a school activity, or on their way to or from school, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome or inappropriate behavior continues, the student should report the behavior to an administrator, counselor, teacher or other school staff member.

Unlawful harassment includes but is not limited to the following examples:

- A person shoves, kicks, strikes or otherwise subjects another person to physical contact or attempts or threatens to do the same; a person follows another person or places another person in reasonable fear of bodily injury and/or emotional distress.
- Offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, national origin, gender, sexual orientation, age or disability which creates an intimidating, hostile or offensive educational environment.
- Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

1st Offense- all parties involved receive official warnings to cease and desist the harassing behavior. At an administrator’s discretion, certain instances of harassment may be immediately reported to the police for investigation.

2nd Offense – Will result in school disciplinary action and may be reported to the police for investigation and/or citation.

See Appendix for NHSD Board Policy

H

HEALTH SERVICES

Comprehensive school health services are available in each school building. A certified school nurse (CSN) is available to assess student needs, and provide appropriate health care as needed during the school day. Nurses provide annual vision and hearing screenings and monitor growth and development. CSNs may attend 504/IEP/student meetings to support children in need of
health services, and are responsible for the development and implementation of individualized health plans (IHP). Additionally, nurses collect and review health records to ensure compliance with state mandates.

- The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with injuries or illnesses except in special cases under medical care and with the physician’s written orders. Students sent home from school by the school nurse due to injury or illness are still subject to the school attendance policy and must be signed out in the main office by a parent or guardian.

- In the event that a child is sick and needs to be sent home from school, this info will come directly from the school nurse. In the unlikely event that you receive a call or text from your child asking to be picked up because he/she is sick, please know that we will ask you to see the school nurse before leaving the campus in order to maintain accurate records of your child.

- Parents are encouraged to keep the CSN informed of significant health concerns and diagnoses for their children. Please advise your school nurse as soon as possible if your child has been diagnosed with a significant injury such as a concussion or illness so we can plan to best meet their needs when they return to school. It is essential that the health office staff have current contact information for parent or guardians in the event of an emergency. If a student has special health needs it is recommended that the parent schedule a conference to arrange for these needs to be met during the school day. The CSN will prepare an IHP (individual health plan) to provide supports to students as needed. Please note that a physician’s order is necessary for the use of crutches in school.

- All medications and treatments require both a written physician’s order and a parent/guardian’s signature on the District Medication Treatment Dispensing Form. Parents/guardians must deliver medication to the school clinic as students are not permitted to transport medication. All medicine must be picked up by a parent at the end of the school year. Medications not picked up will be discarded.

**Asthma inhalers/Epinephrine auto-injectors:** A completed self-administration form must be submitted and competency must be assessed by the school nurse for students to carry their emergency response medications in school. Students are prohibited from sharing or using their medication in any manner other than which it is prescribed at any time on school property or a school sponsored event. Violations of this policy will result in loss of privilege to self-carry their medication and disciplinary action in accordance with Board Policy.

- **Analgesics:** The nurse has standing orders from our School District Medical advisor to administer an analgesic, aspirin free Acetaminophen (Tylenol), or an Ibuprofen (Advil or Motrin), with parent consent. All authorization forms must be renewed yearly.

- If a student is not feeling well due to an illness or injury, he or she is to report to the Health Office to be assessed by the school nurse. The school nurse will assess the
student, contact parents (where warranted) and make a decision as to whether the child should remain in school or go home. Students are not to make arrangements to go home.

- If this should occur it is the obligation of the school to have the child seen and documented by the school nurse prior to the child being released to the parent. Dismissal is allowed only to a parent/guardian, or person designated by the parent/guardian, or an “Emergency Contact”.

- Physical Education exclusion for health/medical reasons: Students who are to be excluded from physical education classes for health/medical reasons must bring a note from the parent/guardian stating the reason for that exclusion. In cases involving exclusion for more than one physical education period, a medical doctor’s statement with the reason for exclusion and the anticipated length of exclusion must be provided. The child will still attend physical education class and be expected to participate within the constraints delineated by the medical doctor. Students excused from P.E. due to a medical condition or injury will not be able to participate in similar physical activities/recess until they are fully cleared from activity restrictions by their physician.

The following are mandated by Pennsylvania Department of Health:

Physical Exam - Entry to school & 6th grade.  Physical form on District website.

Dental Exam – Entry to school & 7th grade.  Dental form on District website

Proof of Immunizations: Students may be excluded from the immunization requirement based on the following:

- Medical: students exempt from immunization if a physician provides a written statement that immunization may be detrimental to the health of the student.
- Religious: students are exempt from immunization if the parent, guardian, or emancipated student objects in writing to the immunization based on contradiction to their religious beliefs.
- Philosophical/Strong Moral Ethical Conviction (added 2013): students are exempt from immunization if the parent, guardian, or emancipated student objects in writing to the immunization based on personal beliefs.

Children in ALL grades (K-12) need the following immunizations for attendance:

4 doses of tetanus* (1 dose on or after 4th birthday)
3 doses of diphtheria *(1 on or after 4th birthday)
3 doses of polio
2 doses of measles **
2 doses of mumps **
1 dose of rubella (German measles)**
2 doses of hepatitis B
2 doses of varicella (chicken pox or evidence of immunity)
7th Grade and beyond – ADDITIONAL immunization requirements for entry:

1 dose meningococcal conjugate vaccine (MCV)
1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if five years have elapsed since last tetanus immunization.

Grade 12: 1 dose of MCV on the first day of the 12th Grade. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

*Usually given as DTP or DT or Td
**Usually given as MMR

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had a least one dose of the above vaccinations or risk exclusion.

*If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red & white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

*If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red & white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

*The medical plan must be followed or risk exclusion.

Guidelines for school Attendance

Please DO NOT send your child to school if your child has exhibited any of the following signs or symptoms of suspected illness if your child:

- Has an elevated temperature of 100 degrees or more or has exhibited a temperature in the last 24 hours. Your child should be fever free for a full day without the use of over the counter medications.
- Has vomited within the last 24 hours.
- Has repeated episodes of diarrhea in the last 24 hours.
- Has chills, loss of appetite and/or lingering headache.
- Has a significant amount of untreated nasal discharge not due to allergies, particularly if the discharge is yellow or greenish in color.
- Has an untreated red, itchy, and crusted eye(s) not due to allergies.
- Has a persistent cough and/or sore throat.
- Has an earache.

We ask you to carefully consider sending your child to school if they have been sent home the day before due to illness. Medications such as Tylenol, Advil and Motrin can reduce symptoms, including fever, but do not decrease a child’s level of contagiousness. Doctors recommend at least 24-48 hours on an antibiotic before a child is no longer deemed infectious. Your conscious effort will help ensure the comfort and well-being of your child and the health and well-being of the other students and staff of our school.

Additional information can be found on the school health services website at:
http://www.nhsd.org/healthServices/index.html

See Appendix for Board Policy
HOME ACCESS CENTER/PARENT PORTAL

New Hope-Solebury School District has implemented a software program allowing parents and guardians with students in middle school access to grades and attendance. For access, log on to the district website www.nhsd.org > Schools > Middle School > Parent Portal

HOMEWORK

The purpose of homework is to provide review/practice of lessons and prepare the student for upcoming lessons, provide remediation and/or enrichment, as well as assist the student in developing positive study habits. The amount and type of homework you receive is determined by your teachers' judgment of your ability to profit academically. Homework is considered an important outgrowth of class activities, thus, students should expect homework on a consistent basis. Students may be required to remain after school for incomplete written homework assignments. The purpose of homework is to provide review/practice of lessons and prepare the student for upcoming lessons, provide remediation and/or enrichment and assist the student to develop positive study habits.

To obtain homework when you have been absent for two (2) or more days, use the following procedure:

- Parental requests for homework should only be made after a minimum of 2 consecutive days of absence.
- **Parents are to call the guidance office by 10:30 AM** to make the homework request. If you get a recording, please leave a message with your child’s name and team name, along with a follow up email.
- Teachers will gather all homework and place on the homework table in the main office.
- Parents may pick up materials after 3:00 PM on the second day of absence in the office. Please be sure to know your student’s locker number and combination in case books need to be obtained from the locker.
- A high percentage of work can be accessed electronically, via teacher pages and/or parent portal. These are options that you should try to access information as well.

*See appendix for Board Policy*
INSURANCE

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any student participating in athletic programs and assumes no liability for injuries sustained during participation.

ATTENESS TO SCHOOL

Students must report to the attendance office when arriving late. Missing the bus, oversleeping, etc., are not valid excuses for lateness. Official attendance will be recorded by 7:50 AM. Below is our policy for unexcused lateness:

1\textsuperscript{st} & 2\textsuperscript{nd} Offense – warning
3\textsuperscript{rd} Offense – after school detention
4\textsuperscript{th} Offense – monitor
5\textsuperscript{th} Offense – monitor
6\textsuperscript{th} Offense – 2 after school detentions
7\textsuperscript{th} Offense – monitor
8\textsuperscript{th} Offense – monitor
9\textsuperscript{th} Offense – Saturday detention
Future Offenses – Administrator/parent conference, referral to appropriate agencies including Office of Children and Youth and/or suspensions as necessary.

Students arriving late during 1\textsuperscript{st} period will be marked ‘late arrival’. Students arriving after 1\textsuperscript{st} period will be marked as ‘half-day AM absence’.

LIBRARY & MEDIA CENTER
The Library Information Center, located on the second floor between the sixth and eighth grade pods, is the hub of the school. The library facility offers access to 11,000 print resources, a wide variety of electronic resources and a TV Studio. The library’s electronic resources are accessed through the Internet and networked throughout the building. The library is open from 7:30 AM to 3:00 PM.

During the school day teachers may send students to the library individually, in small groups, or as an entire class. General library materials circulate for two weeks and may be renewed. Students receive weekly reminders for materials that are one week overdue and two weeks overdue.

Students are welcome to visit the library during Academic Period for independent reading or the completion of school work, but should plan ahead by signing up before lunch. Students are encouraged to see the library staff immediately concerning any problems involving borrowed library materials.

LOCKERS

A locker is provided for each student to keep personal belongings and books. A Master Lock will be provided to each student and must be maintained throughout the school year. A lost or damaged lock can be reported to the Main Office & should be replaced at a cost of $5. Students may go to lockers before school, before and after lunch, and after school.

IT IS STRONGLY RECOMMENDED that each student keep a lock on his/her locker! No student should share his/her locker combination with others.

HOW TO OPEN YOUR LOCKER

It's like a combination lock on your bicycle.
1. Turn your lock in either direction twice past zero to clear lock and stop at zero.
2. Turn to the right and stop on your first number.
3. Turn to the left once past your first number and stop on your second number.
4. Turn right directly to your third number: then pull down to open latch.

NOTE: It is important to secure your locker by not leaving the lock set on your last number.

Jammed Locker: Tell one of the secretaries so that they may alert the custodial staff.

Something stolen out of your locker: Students are urged not to leave valuables in their lockers. The school cannot be responsible for the loss of any personal items. Should a problem occur (theft, vandalism) with lockers, students should report this immediately to the Main Office and fill out an incident report.

Lockers for gym classes are assigned in the locker rooms by
the PE teacher in charge.

*The administration reserves the right to inspect the lockers at any time.*

**L**

**OST AND FOUND**

*The Lost and Found table (outside the elevator)* will be cleared each marking period. Valuable items will be held in the Main Office. Students are encouraged not to bring valuables to school and to clearly mark all personal possessions, otherwise they will be donated to charity.

**M**

**ERT**

Medical Emergency Response Team is comprised of trained staff members who are designated to intervene in times of medical crisis. These members have CPR and AED training among other types of crisis intervention.

**O**

**BLIGATIONS**

All students will be held accountable for all outstanding obligations. Obligations include, but are not limited to, the cost of lost or damaged text books, band uniforms, equipment, sports uniforms, student IDs, master locks, HPE locks, library books, and overdrawn personal checks submitted by parent or guardian.

District property issued to students is expected to be returned upon request in the condition in which it was issued. Students and their parents/guardians will be billed for the cost of replacing lost or damaged items. The billing for lost or damaged property will be based on the current replacement cost.

Students/parents/guardians, will be given one marking period for remitting payment for lost or damaged property. Students and/or parents/guardians may request an extension of the due date if necessary. If payment is not remitted by the due date, the student will immediately become ineligible for extracurricular activities (inclusive of athletics and school dances) until such time as payment is received in full by the school office.

Failure to turn in obligations may result in a student not receiving academic transcripts.
PATHS TEAM

The PATHS (Parents and Teachers Helping Students) team is the Middle School Student Assistance Program (SAP) whose primary function is to provide support to students who are considered at risk. SAP is a state wide Pennsylvania School sponsored program that provides school staff with specialized training to work with parents, staff, and students to identify and refer students who may be at risk due to behavioral or emotional issues.

The PATHS team meets on a weekly basis to provide support to struggling students and families. If you believe your child is in a situation that may present as a barrier to his/her learning at school, please contact a team member for assistance. The PATHS Team makes every effort to meet with students who have problems and who run the risk of very serious consequences. Examples in which the PATHS Team might intervene include:

1. Violation of district rules on the use of drugs or alcohol on school property.
2. Confronting students who are known to be substance abusers.
3. Working with students who have expressed a desire to deal with their personal problems.
4. Excessive Absences and Tardy.

Another organizational role the PATHS team takes on is providing the Middle School community with engaging activities that help promote social and emotional wellness for all of our students. PATHS organizes Red Ribbon Week activities and fall under “Respect, Responsibility, and Relationships”. The team wishes to extend its partnership with parents by offering educational opportunities concerning current issues that can impact their children, such as bullying and adolescent development. These opportunities are in the form of Dance and Dialogues, and other parent functions. Be sure to watch for other interesting events that are being planned for you and your child throughout the school year.

PATHS Members: Dr. Cortellessa, Ms. Simon, Mrs. Golden, Mrs. Nichols, Mrs. Derby, Mrs. Wisniewski, Mrs. Robtison, and a BCCADD Rep.

PHYSICAL EDUCATION

The purpose of Physical Education is to help students acquire the knowledge, processes, and skills needed to engage in meaningful physical activity. The process of participating regularly in a physically active life style will lead to personal enjoyment, challenge, satisfaction, and a health-enhancing level of personal fitness.
Dressing Out:
• Change from clothes worn to school to PE uniform.
• Sneakers are required and must be tied.
• No gum chewing or jewelry allowed in gym class.
• Sweatshirts and sweatpants are allowed over top of the PE uniform.
• Long hair should be pulled back.

Grading:
• Participation – effort and cooperation
• Preparation - uniform
• Performance – skills test

Injuries/Illness:
• Parent excuse note excuses child from up to two (2) physical education classes. If it is necessary to miss more than 2 classes, a note from your physician is required.
• Doctors’ notes excuse child until expiration of note.

PE Uniforms must be worn in all PE classes. You may order your child’s PE uniform online from our supplier, Kampus Klothes. www.KampusKlothes.com
Select the “online team sales” tab
Select “NHS Middle School Phys Ed”

You cannot purchase PE items at school. Pricing as follows:
• PE shirt - $7.00 / PE shorts - $10.00

Locker Room Policies:
Students are responsible for locking up all of their valuables. Be sure to use the lock built-in to the new gym lockers.
The school will not be responsible for items left unlocked.

Medical Conditions/Medication:
It is very important that the school, nurse, and staff be informed of ANY and ALL medical conditions, which your child has:
• Physical limitations need to be covered by a doctor’s note which will be kept on file.
• If you are excused from physical education class for illness or injury, you may not participate in a co-curricular athletic program that day.

Questions / Comments: Please call 215-862-0608 ext.3138 or email:
Health and Physical Education Department
Mr. Chris Shank cshank@nhsd.org
Ms. Eileen James ejames@nhsd.org
Mrs. Sally Diakon sdiakon@nhsd.org
PROBATION

Students displaying persistent misbehavior may be assigned school probation. The length of the probation period can vary from 30 to 60 school days. During this time, school privileges such as attendance at school functions and assembly programs and use of passes during the school day may be withheld. Probation is removed when a marked improvement occurs in behavior.

SCHEDULING

Our instructional schedule is based on a A/B Cycle. Each day of school, students will need to know the letter day of the instructional schedule that will be followed. Specifically, instructional time is not lost because a holiday occurs on a particular day of the week, i.e., Monday, art class, Tuesday, health class. The A/B schedule runs consecutively regardless of holiday schedule or inclement weather that causes school to be closed. Calendars and daily reminders will be utilized to keep you informed. Most secondary schools use a cycle/rotation because of its positive impact on instructional time allocation.

SCHOOL WIDE POSITIVE BEHAVIORAL SUPPORT

School Wide Positive Behavioral Support will implement key features of positive behavior reinforcement. SWPBS is a proactive approach based on a three-tiered model of prevention and intervention aimed at creating safe and effective schools. Emphasis is placed on teaching and reinforcing important social skills and data-based problem-solving to address existing behavior concern. SWPBS is being implemented in thousands of schools across the country and has been demonstrated to reduce discipline problems and increase time for instruction.

SECURITY GUARD

A Security Guard will be on the school campus during and after school to insure safe passage in halls, cafeteria, timeliness to class and other safety functions. This person is on staff and is to be treated with due respect.
SMOKING

Smoking is prohibited for students and adults on school buses or on school property. Students are not permitted to carry tobacco or smoking paraphernalia while on school property. These rules will be enforced during the regular school day, at all evening events, and on school-sponsored trips. Students who violate this rule will be fined as authorized through school board policy and township ordinance and will be subjected to suspension and probation.

STANDARDIZED TESTING

6th Grade: Pennsylvania System School Assessment of English, Language Arts and Math; and other local assessments.
7th Grade: Pennsylvania System School Assessment of English, Language Arts and Math; Keystone assessment for students completing an algebra course; and other local assessments.
8th Grade: Pennsylvania System School Assessment of English, Language Arts, Math and Science; Keystone assessment for students completing an algebra course; and other local assessments.

Look to the MS Web Page for dates and times (special schedules) for testing.

STUDENT COUNCIL

The New Hope-Solebury Middle School Student Council is a student-led organization designed to empower students to become active and integral members of a community. Opportunities are provided for the students to influence decision making regarding the school environment, develop critical communication and collaborative skills, and serve as ambassadors to develop a safe and positive school environment for all, while expanding vision to the extended community. The mission of The Council is to foster leadership and encourage students to use their voices and their ideas to positively impact both the school community and the larger society. The student council supports all other extra-curricular clubs as well as community initiatives. Some past initiatives include: collecting food for Fisherman’s Mark, serving as volunteers at Fisherman’s Mark, and fundraising for the Leukemia & Lymphoma Society, Children’s Hospital of Philadelphia (CHOP), St. Baldrick’s, and has supported students during our annual ‘Day of Giving’. The Council sponsors school dances, and organizes student activities. All activities are designed to engage the entire student body and build a positive school community.

The NHS Middle School Student Council is comprised of a governing board, homeroom delegates and general members. The board is elected each spring by the student body following
an application process including speeches, and consists of each grade level. Delegates will represent the voices of the entire student body. In addition, any student is welcomed and encouraged to attend student council meetings and participate. Currently, the student council meets during advisory. Please encourage your child to support the Student Council and become an integral member of the NHS Middle School Community.

S

STUDENT IDENTIFICATION

Once student photo IDs are issued, all students will be required to carry their ID card at all times. The student ID card will enable students to access the MS building and give them the capability to use the photocopiers.

S

SUBSTITUTE/GUEST TEACHERS

Substitute teachers should be treated as guest teachers. The rules of common courtesy and hospitality are expected to be followed. Students are expected to give complete cooperation to a substitute teacher. Lack of cooperation and misbehavior with substitute teachers will be considered an offense and will result in disciplinary action.

S

SUSPENSION

Suspension is a disciplinary action taken by the administration for serious violations of school rules and regulations. Suspensions may range from one day to an indefinite period of time. Suspended students may be removed from school at the discretion of the administration. While on suspension, a student may not participate in any extra-curricular activities. All schoolwork missed during a suspension should be made up for credit.

Suspensions may be used in the following types of situations:

1. refusing to obey the directives of a teacher or staff member
2. using foul and/or abusive language or gestures
3. serious misbehavior
   • truancy
5. interfering with the educational program  
6. disruptive behavior  
7. use, sale or transfer of illegal drugs or alcohol  
8. willfully damaging school property  
9. smoking or possession of tobacco in the building or on school grounds  
10. failure to serve detention  
11. indecent exposure  
12. fighting or "play-fighting"  
13. inappropriate use of technology as outlined in our policy.

If the suspension involves illegal possession of drugs, marijuana, theft, weapons, etc., police will be notified.

Students may also be suspended from class for serious misbehavior and assigned to do work in the office for an extended period of time.

When a student is suspended from school for 1 day, a social probation of 30 calendar days may be put into effect. When the suspension is for more than one day, the social probation may be for 45 calendar days.

The following school privileges may be withheld for this period:

1. attendance at school functions such as dances  
2. restricted use of passes during the school day  
3. attendance at assembly programs  

When a student is suspended, it is necessary for a parent to be contacted by phone, attend a conference (re-entry). If a conference is held, the student, parents, principal, guidance counselor, and other staff members (when desirable) will be present. The conference can be held prior to the start of the suspension, during, or at its conclusion.

**TECHNOLOGY: ACCEPTABLE USE POLICY**

- All use of the internet, computers or other district electronic resources will be in support of educational activities.
- Electronic storage areas will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to review files to maintain the integrity of the network and insure that individuals are using the system responsibly.
- **Students, staff, parents, and teachers have a responsibility to report breeches of network security.**  
- Students are responsible for the integrity of their own work. Systems occasionally “crash”; files are occasionally lost. The District can make no guarantees regarding reliability of the technical system.
The New Hope-Solebury School District is excited about the educational opportunities available to its students. The smooth operation of our district’s electronic resources relies upon the responsible conduct of all users.

Code of Conduct for Student Use of Electronic Resources:
All student users are expected to abide by the rules of computer and network etiquette.

For their own safety, students should exercise care and never reveal the personal addresses or phone numbers of students or staff to unknown users.

The following activities are not permitted:

- Sending or displaying inappropriate text or graphics.
- Using obscene or offensive language.
- Harassing others.
- Damaging computer workstations or networks, vandalizing, damaging, or disabling the property of another person or organization.
- Violating copyright laws.
- Plagiarism: use of another person’s intellectual property without their permission or proper bibliographic reference. This includes the copying of commercial software or copying another student’s intellectual property and representing it as your own.
- Using the network for any illegal activity.
- Unauthorized access to areas of the Internet.
- Accessing another individual’s materials, information or files without permission.
- Unauthorized access to areas of the network.
- Wasting limited resources.
- Employing the network for personal financial or commercial gain.
- Misrepresenting or impersonating another user.
- Students are prohibited from degrading or disrupting equipment or system performance, intentionally spreading viruses and other destructive programs.

Consequences:

Students violating any of the rules will face consequences to be determined by their principal or teacher according to the severity or nature of the infraction. Violations may result in loss of access and, in appropriate cases, may involve a report to law enforcement agencies. Consequences may include:

- Student may be required to attend retraining sessions concerning the use of proper procedures.
- Student may be required to make restitution for network or software/hardware damage.
- Student may be banned from using telecommunication facilities for a specified period of time.
- Student may be banned from using all technological equipment for a specified period of time (30, 60, 90 days or 1 full school year).
• Student may fail the marking period and/or the class.
• Student may face suspension, detention, expulsion.

See Appendix for NHSD Policy

T

ELEPHONE

Students who must make a home contact may do so with permission from a teacher, for urgent or emergency situations only, IN THE MAIN OFFICE. Cell phone use is not permitted in school. Students are strictly prohibited from calling a parent to pick them up in the event that they are not feeling well. All students who feel ill must be seen by our school nurse, who will follow appropriate school protocol.

T

TEXTBOOKS

Students may be assigned textbooks in various classes and are responsible for returning the book in the same condition as it was received. If a student neglects to return the book or return the book in an unacceptable condition, they will be charged full replacement value.

T

TRANSCRIPTS & TEACHER RECOMMENDATIONS

Transcripts: All requests for transcripts must be sent directly to your child’s guidance counselor. Each transcript request must have a signed information release form for each school for which you are requesting a transcript. Please enclose a self-addressed, stamped envelope for each school requiring a transcript. Transcript requests must be received at least two (2) weeks prior to the school’s due date.
**Recommendations**: All requests for teacher recommendations must be sent directly to the guidance office. The guidance counselor will distribute recommendation requests to teachers. Upon completion of the recommendations, teachers will return forms to the guidance counselor. The guidance counselor will send all completed forms and other required information in one mailing and document that the information was sent. Teachers reserve the right to decline writing a recommendation.

Each request for a teacher recommendation must be accompanied by:
- a self-addressed, stamped envelope to the school requesting the letter.
- two (2) weeks processing time to complete the request.

**RESPASSING**

Students are not permitted to be in school or on school grounds, unsupervised, after school hours, on weekends or days off from school.

**V STUDIO**

Our MS students work diligently to provide an informative as well as entertaining school news broadcast each morning. The NHN is created, produced, directed, and broadcasted by MS Students (under the guidance of Mrs. Dawn Ferber).

**NLAWFUL HARASSMENT POLICY**

It is the policy of the New Hope-Solebury School District that every employee, student and guest be free from any form of unlawful harassment by another member of the School District community. Unlawful harassment violates fundamental rights, personal dignity, and personal and professional integrity. The Board of Directors expects all members of the New Hope-Solebury School District community to conduct themselves according to standards of law and ethics and to behave in an appropriate manner. The Board seeks to ensure that a safe and
positive work environment exists which is free of harassment. This policy applies to all students, members of the academic, administrative and support staff, school board, and guests. Students with any concerns should report them to a principal.

*See Appendix for Board Policy*

**VANDALISM**

As outlined in the New Hope Solebury School District Discipline Code, vandalism is a Level III or Level IV behavior. The consequences for vandalism range from suspension to expulsion and include referral to law enforcement officials.

*See Appendix for NHSD Policy*

**VISITORS**

All visitors must use the buzzer and check in at the reception desk in the Main Office. Every visitor will be asked to produce a government issued photo ID to ensure safety and security of our school environment. The ID provided is run through our “Raptor” system, which will produce a personalized visitor badge with name/photo/date. Any Parent / Guardian who wishes to visit a classroom must notify the principal at least 24 hours in advance to schedule the visit. Visitors may not talk at any time while classes are in session.

No visitors will be permitted to visit classes without the proper approval. The number of visitors on any given day may be restricted. Visitors will wear an I.D. badge. Visitors without an ID badge will be directed to the main office. *Students are not permitted to bring student guests to*
We believe in TEAM!!!

In partnership with students, teachers, parents, and community, the New Hope-Solebury Middle School offers an environment that fosters Respect, Responsibility and Relationships, while addressing the unique intellectual, creative, social and emotional needs of early adolescent learners in a diverse population.

SECTION B:

MIDDLE SCHOOL FORMS

Pages 43 - 51
NEW HOPE-SOLEBURY MIDDLE SCHOOL
2017 – 2018

PARENT/STUDENT HANDBOOK

ACKNOWLEDGEMENT

Student Name: _____________________________
Grade Level: ______________________________

We have read the policies and procedures stated in the 2017 – 2018 Parent/
NEW HOPE-SOLEBURY SCHOOL DISTRICT

Parent Portal: Statement of Intended Use & Professional Expectations

The Parent Portal is intended to provide parents and guardians with a reasonably current and comprehensive status report on the academic standing of their children.

Teachers are required to enter all graded assessments and assignments on the portal in accordance with the following time windows.

- Assessments and/or assignments are to be posted on the portal within two (2) days of their administration and/or announcement. For example, if a graded assignment is given to students on a Tuesday, the assignment should be posted on the portal by no later than Thursday of that week.

- Student grades for assessments and/or assignments are to be posted by the assigning teacher within fourteen (14) calendar days of their administration or submission. For example, a unit test is administered on May 4th. The grade for that test is to be posted on the portal by no later than May 18th.

- All marking period assessments and/or assignments are to be posted by the teacher by no later than the fifth school day prior to the end of the marking period.
Further Examples:

- Mrs. Jones assigns a project to her students on Tuesday, February 6\textsuperscript{th}. The assignment is due on Tuesday, February 13\textsuperscript{th}. Mrs. Jones is required to post the assignment on the portal by no later than Thursday, February 8\textsuperscript{th}. The grade for the assignment is to be posted by no later than Tuesday, February 27\textsuperscript{th}.

- The last day of the marking period is November 8\textsuperscript{th}. Mr. Smith plans to administer a unit test on the last of the marking period, November 8\textsuperscript{th}. Mr. Smith is required to post this test on the portal by no later than November 1\textsuperscript{st}.

New Hope-Solebury Middle School

Weather and Emergency Dismissal Plan
2017-2018

There may be times when there are unforeseen weather/emergency school closings once the school day has started. The school needs to have an emergency plan on file for every student and this plan should NOT change. In this case, we ask that you follow these procedures:

- Develop a clear emergency procedure plan with your child for the YEAR.
- Return your completed form to your child’s teacher no later than September 2nd.
- Our automated phone system, ConnectEd, will contact parents/guardians via telephone in the event of an unanticipated closing or early dismissal. Please be sure your contact information is up to date and if there are changes, please let the office know.
- Information will be posted on the web and listserv. Please sign-up for list-serv if you haven’t already.
- Please do not call the office as our focus will be to monitor your children and maintain open phone lines within the building during an unscheduled dismissal.

NOTE: If there is an emergency and the school closes, the aftercare program (EDP) is closed
as well.

Student’s name: _____________________________________________________

Teacher/Grade: _____________________________________________________

**IN CASE OF A WEATHER OR EMERGENCY SCHOOL CLOSING MY CHILD WILL:**

Please check ONE!

_____ GO HOME ON THE BUS

_____ BE PICKED-UP BY PARENT OR GUARDIAN/DESIGNEE (circle one)

_____ WALK

____________________________________
(Name of person who will pick up your child)

Please review with your child the plan for them to use in the event of emergency dismissals.

Please check the web and your phone messages during inclement weather!

New Hope-Solebury School District
Network User Agreement

Board Policy #815 states that “access to Network Resources is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. Students and staff have the responsibility to respect and protect the rights of every other user of electronic communications in the District and on the Internet. With the privilege of access to the Network Resources come certain responsibilities. Users need to familiarize themselves with the responsibilities. Failure to adhere to them may result in the loss of NHSSD network privileges.”

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with Board Policies 815, 814, 814.1 and 814.2, Administrative Regulation 815, accepted rules of network etiquette, and Federal and State law. Specifically, the following uses are prohibited:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for non-school related work on more than an incidental basis.
- Use of the network for product advertisement or political lobbying.
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory
communication.

- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of inappropriate language or profanity on the network.
- Use of the network to transmit or publish material likely to harass others.
- Intentional obtaining or modifying of files and data belonging to another user without the other user’s consent.
- Impersonation of another user, anonymity, and pseudonyms and or attempting to use or obtain the password of another user.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Use of the network to disrupt the work of other users.
- Sharing District password with, or allowing password to be used by, anyone else.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, or abuse of network hardware and software.
- Quoting personal communications in a public forum without the original author’s prior consent.

**New Hope-Solebury Internet Use Guidelines**

In addition to the guidelines from the Board Regulation #815, students agree to use the Internet and email for *educational* purposes.

**I will not use the Network Resources:**

- to play non-educational, curriculum related games;
- to publish, distribute or otherwise make available any personal information about myself, anyone else, or my school. This includes name, address, telephone number, email address, or any other information;
- to access, send, promote or print hate mail, threats, harassing information, derogatory remarks, material of a sexual nature, and other antisocial communications;
- for illegal, commercial or for profit purpose;
- to purchase or order *any* items including stocks and auction items (e.g. ebay or similar websites);
- to participate in chat, chat rooms, interactive bulletin boards, web-based email or any other online real-time conversations. I will not sign or send messages through "guestbooks" that appear on websites unless it is under the supervision of a staff member;
- to impersonate or misrepresent other users on the network;
- to download any files or programs, including games, MP3’s, other music, or video.

These guidelines are also posted on the web. Policies can be found on the District’s website and in all district offices and libraries.
The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent is delegated authority to implement these educational requirements.

I have read the Network User Agreement and the applicable policies and regulations. I agree to follow these guidelines. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. **I understand that I am responsible for my account and all activity within my account.**

I have reviewed internet use guidelines with my child and we agree to the terms.

Print full name (Parent)  Signature
________________________________________________________

Print full name (Student)  Signature
________________________________________________________

Date

MEDIA RELEASE FORM

Student Name:  

School Name:  

The New Hope-Solebury School District (NHSD) is proud of the many accomplishments of its students and strives to celebrate those accomplishments in a manner which benefits its students. NHSD is also committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent/guardian the right to choose whether or not your child may be photographed, video recorded or audio recorded for publicity or for internal purposes, such as school-sponsored newsletters, local news stories, school and NHSD presentations, NHSD advertisements, NHSD website, District calendars etc.

Please sign and return this form stating your preference:

_____ As parent/guardian of the student named above, I give permission for my child and my child’s name to be included in photography, video recording, or recorded interviews, and for my child’s school information to be used as part of news stories to be disseminated by the District in print, on the District’s website or other District-maintained Internet, on radio and television broadcasts, or other audio or video recording by school, news media, and District offices. I understand and agree that I am hereby waiving all
claims to the use of said photographs, slides, films, video recordings, audio recordings
or other audiovisual representations taken or made of my child. I understand that this
consent shall remain valid from year to year unless and until it is revoked in writing;
however, revocation shall not affect the District’s right to use my child’s name, school
information or any audio recording, video recording or photograph in materials originally
published prior to the date of revocation.

I do not wish to allow my child’s confidential information or photographs, video
recordings or audio recordings of my child to be disseminated unless specifically
requested, such as yearbook or school event. I understand that this will not prohibit the
District from disseminating photographs, video recording or audio recordings of school
events or activities in which my child may appear, as long as my child is not specifically
identified.

Please Print:

Name of Parent/Guardian Signature

Signature

Permission Slip

Middle School Dances & Special Events For 2017-2018
Dear Parents & Students:
Please carefully read the information below pertaining to our dance policies & procedures,
and sign to indicate your agreement.

** Permission slips are valid for the entire school year. **

Guidelines and Procedures

• Each student must have a signed permission slip on file before partaking in an
event. Parent contact information must be current, and a new slip should be
completed if the contact information changes.

• Attendance will be taken at all dances, via pre-purchased tickets which are on sale
in the cafeteria during lunch period prior to the dance.

• Dances require an admission charge which is typically $5.00.

• Dances run from 7:00 – 9:00 and children MUST be picked up at 9:00. Failure to do
so may result in the inability to attend future events.

• During the dance hours students must remain in the middle school gym or
designated area where the dance is taking place. Parents are required to pick up
and announce themselves to the chaperones. **No student will be permitted to walk home.**

- **Dances are open to Middle School students who are enrolled in the New Hope-Solebury School District.**

I give my child, _______________________________(print name) permission to participate in social events. His/her homeroom teacher is: ________________________________.
During the dance/event I can be reached at:
Home Phone: ________________________________                     Cell #:____________________________
In the event I cannot be reached, New Hope-Solebury School District has my permission to contact authorized medical personnel to provide emergency services.

Parent/guardian name (print):______________________________________________

Parent/guardian (signature):___________________________________________________________________

**NEW HOPE-SOLEBURY SCHOOL DISTRICT**

**SCHOOL HEALTH SERVICES**

**PERMISSION TO ADMINISTER MEDICATION**

<table>
<thead>
<tr>
<th>Student’s Name (please print)</th>
<th>Grade</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

Dear Parent or Guardian:

The school nurse has standing orders from our School District Physician to administer certain nonprescription medications. These will be given per the District Physician’s instruction with a Parent signed permission form on file.

**OVER THE COUNTER MEDICATIONS:** Indicate below which medications we may give your child.

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
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</tbody>
</table>
Cough Drops

Be advised that the School District Medication Guidelines discourage giving medication during school hours unless deemed necessary. It is strongly advised that non-prescription medicine be given before or after school.

Parent/Guardian Consent

I give my permission for my child to receive the above medications during the school day upon their request and release the New Hope-Solebury School District and its employees from liability for any damages my child may suffer as a result of this request. I understand that the medications will be given by school nurse according the district physician’s standing orders. I understand that the use of any of the above medications is limited to three doses in one month and a doctor's evaluation and medication order may be required if my child needs to take medication more frequently.

______________________________  ________________________________
Parent/Guardian Signature           Date

NEW HOPE-SOLEBURY SCHOOL DISTRICT
STUDENT ABSENCE/VACATION FORM

Student Name:________________________________________
Grade/Homeroom Teacher:_____________________________
Parent/Guardian:_____________________________________
Phone Number:_______________________________________
E-mail Address:_______________________________________
Date(s) of Absence(s):
____________________________________________________

Reason for Absences:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

_______________________
Principal’s signature
Although days are approved for family vacation, if they should exceed the five days of Approved Family Vacation, those additional days will be marked unexcused.

This form may be photocopied for your use throughout the school year.

SECTION C:

CODE OF CONDUCT FOR INTERSCHOLASTIC ATHLETICS & EXTRACURRICULAR ACTIVITIES

Pages 53 - 63
NEW HOPE-SOLEBURY SCHOOL DISTRICT

CODE OF CONDUCT FOR

INTERSCHOLASTIC

ATHLETICS AND

EXTRACURRICULAR

ACTIVITIES
SCHOOL EXPECTATIONS RELATING TO STUDENT ATHLETES AND EXTRACURRICULAR PARTICIPANTS:

This Code of Conduct applies to any New Hope-Solebury Middle School student who participates in extracurricular activities (school-sponsored athletic competition and club activities). Membership in extracurricular activities is a privilege, not a right. The privilege of team, club membership and/or activity participation carries with it certain responsibilities and expectations. Student-athletes, club members and/or activity participants who fail to meet these responsibilities or honor these expectations will be subject to appropriate consequences. As publicly recognized representatives of their school, student athletes, club members and/or activity participants are expected to consistently exhibit and model appropriate behavior, both in and out of uniform, and on or off the school campus. The middle school faculty and administration will be steadfast in its efforts to uphold this standard.

Student Eligibility

The academic performance of students is tracked on a cumulative basis each week and grades of record are issued at the end of each nine week marking period. Students must meet eligibility requirements in order to earn the right to participate in interscholastic athletics, club activities or extracurricular events such as dances, movie nights and athletic contests.

Student-Athletes

- **Weekly Failures:** A student athlete with two or more weekly failures will be ineligible for scheduled practices, games/contests for the period Sunday through Saturday of the upcoming week. Eligibility will be gathered from teachers at 3:00 pm on Thursdays.

- **Marking Period Failures:** A student-athlete with two or more marking period failures will be ineligible for a period of fifteen school days.

Club Participants

- **Weekly Failures:** A club or extracurricular event participant with two or more weekly failures will be ineligible for all scheduled club/extracurricular events and meetings for the period Sunday through Saturday of the upcoming week. Eligibility will be gathered from teachers at 3:00 PM on Thursdays.

- **Marking Period Failures:** A club or extracurricular event participant with two or more marking period failures will be ineligible for all scheduled club/extracurricular events and meetings for a period of fifteen days.

** Should a student find themselves ineligible, it is the expectation that he/she would focus on academic improvement during the week of eligibility.
Athletic Attendance Requirements

The Pennsylvania Interscholastic Athletic Association (PIAA) stipulates in its bylaws that a student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an interschool practice, scrimmage, or contest until the student has been in attendance for a total of forty (45) school days following the student’s twentieth (20) day of absence. This standard will be applied to student-athletes and club participants.

Absence on Day of Extracurricular Activity Practice, Performance, or Athletic Contest

Participants must check in to the office before 11:00am in order to compete or participate in a scheduled athletic contest (game) or extracurricular event (e.g. club activity, concert, theater production) unless other arrangements have been made in advance with the principal or his/her designee. Student-athletes/participants may not attend a team practice or extracurricular event if not present for four complete class periods on the day of the practice or event.

Participation in Physical Education

Any student who is unable to participate in a regularly scheduled physical education class for health reasons may not participate in a scheduled athletic practice or contest on the day or days of his or her nonparticipation.

Sportsmanship

Any student-athlete, coach or fan (student or adult) removed from an event for unsportsmanlike conduct or cited by an event official for inappropriate behavior before, during or after a game/event will be subject to the following progressive discipline. This discipline is cumulative both within a season and across seasons in a given school year in accordance with PIAA rules.

- **First Offense:** removal from the remainder of the event and immediate disqualification from subsequent event or events in the case of a player or spectator.
- **Second Offense:** Same as first offense, but will be disqualified from the next two contest days.
- **Third Offense:** The student-athlete/participant is disqualified from athletic competition/activities for the balance of the school year.

The principal, at his or her discretion, may extend the length of a suspension or impose additional penalties, consistent with the school’s Discipline Code, for particularly egregious conduct.

Fan Behavior

Students, parents, and community members are encouraged to attend athletic/extracurricular events. Good sportsmanship demands that those in attendance cheer for our athletes/participants
and not against the opposition. Opposing athletes/participants, their coaches/advisors, and their fans are our school guests ad they are to be treated accordingly. Students and other attendees are encouraged to be spirited in their support of our students. However, all cheers are to be positive in nature. The judgments of game/event officials are to be honored rather than challenged. Language directed to particular athletes/participants or an official is inappropriate and will be corrected when observed. A single egregious act, or the repetition of inappropriate behavior, will result in removal from the game/event site and possible restriction from future events. This standard applies to students, parents, and community members.

**Bus Policy – Away Athletic Contests**

Student athletes who do not leave away athletic contests with the team bus (or van) must adhere to the following procedure(s):

- A student is permitted to leave with a parent or guardian if the parent has submitted a written request to the athletic department.
- A student is permitted to leave with another parent or adult if written permission has been submitted to the athletic department by each student athlete’s parent/guardian/adult. In the interest of safety and liability, a student-athlete is not permitted to leave with another student or non-authorized person under any circumstances.

**Athletic Supplies and Equipment**

Each student is responsible for all issued uniforms, supplies and equipment. At the conclusion of each season, it is the student-athlete’s responsibility to return all items in acceptable condition (minus normal wear and tear). Any item not returned or returned in an unacceptable condition will be charged a ‘single item’ replacement price. The student is ineligible to participate in athletics until the obligation is satisfied.

**New Hope-Solebury Drug and Alcohol Regulations**

These regulations have been developed to promote a healthy lifestyle that reduces the risk for dangerous behaviors amongst our students. This procedure is intended to strongly discourage our students from using harmful drugs and alcohol and to foster the good health and welfare of our students. These regulations apply to student participation in all interscholastic athletics and extracurricular activities at New Hope-Solebury and are consistent with the general policy as listed in the Parent/Student Handbook.

Possession, use, sale or distribution (or any attempt to possess, use, sell or distribute) of alcohol, controlled substances, or drug paraphernalia by a student-athlete/participant is a violation of law and is strictly prohibited. Violators will be subject to suspension and criminal proceedings.

Additionally, if a student-athlete/participant finds himself/herself in the presence of one or more
individuals in possession of, using, selling or distributing alcohol, controlled substances, or drug paraphernalia, he/she is to take immediate steps to remove him or herself from the environment.

- Offenses shall be recorded cumulatively while the student is enrolled
  
  - An offense shall include a verified incident involving the illegal possession, use, transfer, or sale of **drugs or alcohol on or off school property**. An offense will be verified by investigation by school officials and/or by arrest and conviction.

  - An offense shall also include a verified incident of ‘Constructive Possession’ of alcohol and/or drugs. Constructive Possession is defined as a failure to remove oneself from a situation or area within a reasonable amount of time where illegal use of alcohol or other drugs are known to be present.

- A student with a drug or alcohol problem may voluntarily come forward without any consequence if a request is made for assistance. Confidentiality will be maintained. This action must be prior to any reported or known offenses.

- In an effort to assist any student with a drug or alcohol problem, any self-referral or violation will be referred to the middle school PATHS team. This team will work with the student, family, and outside agencies to bring about private counseling, drug rehabilitation where appropriate. The student-athlete/club participant will be required to complete an alcohol/drug assessment through The Council of Southeast Pennsylvania.

- A first verified offense will result in:
  
  - Normal disciplinary action through the school disciplinary code when applicable.
  
  - A recorded warning, a call to parents/guardians and written notification to parents/guardians.

  - Assignment to the PATHS team.

  - Suspension from participation on all interscholastic teams and extracurricular activities, in-season or out-of-season, through the 20th school day, practice day and/or game day following the 1st suspension. The principal, at his or her discretion, may extend the length of a suspension and/or impose additional penalties, consistent with the school’s Disciplinary Code, for particularly
egregious acts.

- Revoking of a team leadership roll (i.e. captain).
- Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.

- A second verified offense within 12 months of the 1st verified offense will result in:
  - A call to parents/guardians and notification to parents in writing.
  - Continued efforts by the PATHS team or use of appropriate outside agencies.
  - Removal from participation on all interscholastic teams and extracurricular activities, in-season or out-of-season, for the remainder of the school year. The principal, at his or her discretion, may extend the length of a suspension and/or impose additional penalties, consistent with the school’s Discipline Code, for particularly egregious acts.
  - Normal disciplinary action through the school disciplinary code when applicable.
  - Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.

- Chronic offenses, three or more verified offenses while a student is enrolled in the New Hope-Solebury School District will result in:
  - A call to parents, notification to parents in writing.
  - Continued efforts by the PATHS team or use of appropriate outside agencies.
  - Permanent removal from all athletic and extracurricular programs.
  - Normal disciplinary action through the school disciplinary code when applicable.
  - Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.

- If a student-athlete/club participant admits his/her involvement in a suspected drug and/or alcohol incident, as stated in 1a, prior to or during the 1st round of questioning by the school’s administration, the student-athlete/club participant will receive a 10 day suspension rather than a 20 day suspension as outlined in #4 above. Furthermore, if a student admits “Constructive Possession” as stated in 1b, he/she will receive a 5 day suspension. These are only valid on a suspected first offense.

Parents Section
Team building – “The Coach and Parent”

- Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of the child’s program.

- Communication you should expect from your child’s coach:
  - Philosophy of the coach
  - Locations and times of all practices and contests
  - Team requirements; e.g., practices, special equipment, out-of-season conditioning
  - Procedure followed should your child be injured during participation
  - Discipline that may result in the denial of your child’s participation
  - Team commitments and expectations

- Communication coaches expect from parents:
  - Concerns expressed directly to the coach.
  - Notification of any schedule conflicts well in advance.
  - Specific concerns with regard to a coach’s philosophy and/or expectations.

- As your children become involved in the programs at New Hope-Solebury they will experience some of the most rewarding moments of their lives. It is important that they understand that there also may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged. Examples:
  - The treatment of your child, mentally and physically
  - Ways to help your child’s attitude/motivation
  - Academic support

It is very difficult to accept your child’s not playing as much as you would like or where you may
hope. Coaches are professionals. They make judgements based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child’s coach. Other things should be left to the discretion of the coach. Examples:

- Team strategy
- Other student-athletes

There are situations that may require a conference between the coach and the parent. They are encouraged. It is important that both parties involved have a clear understanding of the other’s position. When these conferences are necessary, the following procedures should be followed to help promote resolution:

- Contact the coach to set up an appointment.
- If the coach cannot be reached, call the Director of Athletics. A meeting will be set up for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

If the meeting with the coach did not provide a satisfactory resolution, the next step is to call to set up an appointment with the Director of Athletics to discuss the situation.

- Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after secondary school.

- UNDERSTANDING THE RISK OF CONCUSSION, HEAD INJURY AND OTHER ATHLETIC RELATED INJURIES

I understand that concussions, head injuries and other athletic related injuries can occur to my son/daughter when participating in interscholastic athletics. Information relevant to concussions in high school sports is available on the PIAA website at www.piaa.org/piaa-for/sports-med.
Go Lions!

The Parents’ Pledge

Cooperation among coaches, athletes, parents, and school personnel is essential if students are to realize the values of athletic participation. Like coaches and athletes, parents must make commitments to the athletic program to assure such cooperation.
As the parent of an athlete in the New Hope-Solebury School District, I promise:

- To accompany my child to as many orientations and informational meetings offered by the athletic department, as my schedule will permit.
- To work closely with all school personnel to assure an appropriate academic as well as athletic experience for my child.
- To assure that my child will attend all scheduled practices and athletic contests. If they cannot be in attendance, I will contact or encourage my son/daughter to contact the coach in advance.
- To require my child to abide by the athletic department’s rules.
- To acknowledge the ultimate authority of the coach to determine strategy and player selection.
- To promote mature behavior from students and parents during athletic contests.
- To work cooperatively with other parents and school personnel to assure a wholesome and successful athletic program for our school.
- To work closely with coaches and other school personnel to identify a reasonable and realistic future for my child as a student athlete.
- To not approach coaches at inappropriate times with complaints/issues, but to meet at a mutually agreed upon time.
- I understand the dangers and risks of concussions, head injuries and other athletic related injuries that may occur to my son/daughter while participating in interscholastic athletics.
- Any failure to live up to the New Hope-Solebury School District Policies, New Hope-Solebury Athletic Policies, or the rules and regulations set forth by the PIAA will result in an appropriate consequence deemed necessary.

Code of Conduct for Interscholastic Athletics and Extracurricular Activities

Student and Parent Sign Off Sheet

2017-2018 School Year
Student’s Name: ___________________________________________ Grade: __________

I have read the policies and procedures of the New Hope-Solebury School District as stated in the Code of Conduct for Interscholastic Athletics and Extracurricular Activities.

My signature below indicates that I understand that the policies and procedures will be upheld by school administration and will comply with the guidelines as they are explained.

Student’s Signature: ___________________________________________________

Parent/Guardian’s Signature: ___________________________________________
DISTRICT POLICIES

Pages 65 - 80
DISTRICT INFORMATION AND POLICIES TABLE OF CONTENTS

Important Information:
- Mission Statement
- Philosophy of Education
- Board of School Directors
- District Office Administration
- School Buildings Administration
- Parent Organizations
- Hazardous Weather and Emergency Closings
- District Policy Summaries
  - Visitors
  - Athletic Eligibility
  - School Property
  - Smoking/Tobacco Policy
  - Asthma Inhalers and Epinephrine Auto-Injectors Policy
  - Asbestos Management
  - A Child’s Right to Special Education
  - FERPA
  - Equal Rights and Opportunity Policy
    - Right to Know
- Middle Bucks Institute of Technology

District Policies:
District polices are maintained in our electronic District Policy Manual located on the main page of our website: http://www.boarddocs.com/pa/newh/Board.nsf/Public.

- 103.1 - Nondiscrimination- Qualified Students with Disabilities
- 121 - Field Trips
- 130 - Homework
- 204 - Attendance
- 204.1 - Family Educational Trips
- 218.1 - Weapons
- 218.2 - Terroristic Threats
- 222 - Tobacco Use
- 224 - Care of School Property
- 227 - Controlled Substances/Paraphernalia
  - Reasonable Suspicion Drug Testing of
Individual Students (227/Attachment)

- 233 - Suspension and Expulsion
- 236 - Student Assistance Program
- 237 - Use of Electronic Devices
- 248 - Harassment
- 249 - Bullying
- 806 - Child Abuse
- 816 - School Bus Video/Audio Surveillance
- 907 - School and Classroom Visitors
- 916 - Volunteers (916/Attachment)
- District K-12 Code of Conduct (218-AR)

NEW HOPE-SOLEBURY SCHOOL DISTRICT MISSION STATEMENT

The New Hope-Solebury School District takes pride in its commitment to excellence. We strive to inspire and empower our students to become passionate, confident, life-long learners, with the skills and strength of character to contribute to a diverse and ever-changing world.

PHILOSOPHY OF EDUCATION

The New Hope-Solebury School District views every student as unique, important and deserving of personalized instruction. This approach to education is possible because of the district's small size and the commitment of its Board of School Directors, administration, teachers and staff, parents and community to high-quality education.

The district offers a meaningful, purposeful and holistic approach to learning, which builds connections among subject areas and calls upon students to be active learners. Using the critical skills of computation, problem solving, reading, writing and discussion, students learn how to learn in a supportive setting where students and teachers come to know each other well.

Classes are small, with approximately 1500 students enrolled in grades Kindergarten through 12. Enrichment is important because many students are high achievers. However, the district’s academic philosophy applies to all students. Teachers work toward raising academic expectations; they focus on the students, not on labels; and they encourage all students to challenge themselves. At New Hope-Solebury, a unique benefit is the individual and personal attention given to our students.

We are a community of learners--students, teachers, administrators, and other employees. The district’s curriculum encourages developing understandings, asking essential questions and applying new learnings. Our teachers are enrolled in continuing education courses, consistently, and many have earned advanced degrees.
BOARD OF SCHOOL DIRECTORS
Email: schoolboard@nhsd.org

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Mr. Neale Dougherty</td>
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<tr>
<td>Vice President</td>
<td>Mrs. Adrienne Deussing</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mr. Andrew G. Lechman</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr. John F. Cook</td>
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<tr>
<td>Members</td>
<td>Mr. John J. Capriotti</td>
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<td>Mr. Douglas J. McDonough</td>
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<td>Mr. Mark Cowell</td>
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<td>Mrs. Jennifer Gormley</td>
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<td>Mrs. Tracy Keyes</td>
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<td>Mr. Maria Povacz</td>
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<td>Mrs. Sandra Weisbrot</td>
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Meetings of the New Hope-Solebury Board of School Directors are normally scheduled for 6:30 p.m. in the District Office Conference Room. Meeting dates, times and minutes are listed on the district website. The public is invited to attend board meetings. Opportunities for public participation are provided.

DISTRICT OFFICE & SCHOOL BUILDING ADMINISTRATION
New Hope-Solebury School District
180 West Bridge Street, New Hope, PA 18938
Phone: 215-862-2552; Fax: 215-862-2906
Office Hours: 7:30 a.m. to 5:00 p.m.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Steven Yanni</td>
<td>215-862-2552</td>
</tr>
<tr>
<td>Business Administrator</td>
<td>Mr. Andrew Lechman</td>
<td>215-862-5372</td>
</tr>
<tr>
<td>Director of Elementary and Secondary Education Assistant Principal/Director</td>
<td>Mr. Charles Malone</td>
<td>215-862-8186</td>
</tr>
<tr>
<td>Mr. Erik Pederson</td>
<td></td>
<td>215-862-8178</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Mrs. Kim Keller</td>
<td>215-862-8176</td>
</tr>
<tr>
<td>Director of Personnel Relations</td>
<td>Ms. Megan Candido</td>
<td>215-862-5372</td>
</tr>
<tr>
<td>Mr. Charles Miles</td>
<td></td>
<td>215-862-8183</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Mrs. Alyssa Marton</td>
<td>215-862-5372</td>
</tr>
<tr>
<td>Director of Special Education</td>
<td>Mr. Scott Radaszkiewicz</td>
<td>215-862-5372</td>
</tr>
<tr>
<td>Ms. Jennifer Frantz</td>
<td></td>
<td>215-297-5438</td>
</tr>
<tr>
<td>Upper Elementary School Principal</td>
<td>Dr. Michael McKenna</td>
<td>215-862-8026</td>
</tr>
<tr>
<td>Dr. Christina Cortellessa</td>
<td></td>
<td>215-862-0608</td>
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</tbody>
</table>
PARENT/TEACHER ORGANIZATIONS

Home School Association (HSA) – Grades K-5  Co-Presidents: Deborah Peckman & Julia Swankoski
Parent/Teacher Group (PTG) – Grades 6-8  President: Kathy Feehan
Parent/Teacher Forum (PTF) – Grades 9-12  President: Laura Miller

HAZARDOUS WEATHER & EMERGENCY CLOSINGS

This information is to help parents prepare for emergency school closings or delays because of hazardous weather. Although our overall goal is to guard against disrupting educational programs, the safety of students is our primary concern when weather conditions are hazardous.

How is the public notified?

Conditions permitting, notification of emergency closings will occur as follows:

- Automated telephone message (to registered households)
- Listserv computer message (to registered households)
- Website posting (www.nhsd.org)
- Facebook (New Hope-Solebury School District)
- Twitter (@NHSSD_Super)
Unless announcements of school closings or delays are broadcast, schools will be open and our school buses and vans will run. However, pickup times may be somewhat affected by weather conditions. When schools are closed, they will reopen the next school day, unless we broadcast otherwise.

**What happens if the weather becomes severe during the school day?**
Sometimes it is necessary to dismiss students early because of hazardous conditions that develop during the day. When that happens, parents need to know:

- Families will be informed through announcements on Connect-ED, listserv, TV stations, and website.
- Dismissal times will be broadcast through the methods listed above.
- K-8 students will be dropped off at their regularly designated locations as per the emergency dismissal plan. Requests for transportation changes will not be honored during emergency weather conditions.
- Usually secondary students will be dismissed first to allow them, and parents, to arrive home before younger children.
- When emergency dismissals occur, all activity buses, after school, and evening activities are canceled. Parents may elect to go directly to their children’s school location to sign out their children.

**What about delayed openings?**
One or two hour delayed openings may be broadcast when it appears that students and staff can get to school safely if extra travel time is provided.
When one or two hour delays occur, buses and vans will arrive at their stops one or two hours later than usual and school will begin in accordance with the following:

<table>
<thead>
<tr>
<th>2hr. delay</th>
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<tbody>
<tr>
<td>High School</td>
<td>9:50 AM</td>
</tr>
<tr>
<td>Middle School</td>
<td>9:50 AM</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>10:45 AM</td>
</tr>
</tbody>
</table>

**WHEN SCHOOLS ARE CLOSED,**
**ALL AFTER-SCHOOL, COMMUNITY, AND K-5 AFTER CARE ACTIVITIES ARE CANCELED.**
*Middle Bucks Institute of Technology follows the decisions of the sending districts.*

**DISTRICT POLICIES**

**School Visitors**
Parents/guardians are most welcome and encouraged to visit schools. To ensure safety and order in the schools, school visits are governed by Board Policy No. 907. Visitors should make arrangements in advance with the school office in accordance with the guidelines set forth in the board policy.
Anyone who enters the building must go through the main office where you will be asked to sign-in using the Raptor system:

The safety of all students and staff in our New Hope-Solebury Schools is of utmost importance to all of us. All of our schools and district office will be utilizing a new system for checking in all visitors. The system is called VSoft by Raptor Ware.

When you visit a building for the first time, you will be asked to present a government-issued photo ID, such as a Pennsylvania driver's license, to a staff person in the building office. Your ID will be scanned and the following information will be immediately collected: your photo, your name, and your date of birth. This information will be utilized to check you in, create an ID badge, and compare your information against sexual offender databases throughout the country.

On future visits to a school at which you have previously registered, you will only be asked to show your ID as your name and information will be in the system database and selected from an existing list of previous visitors. You will also be asked to check out with the office upon leaving the school so that we know, and record in the system, that you are no longer in the building.

You can find additional information about the Raptor system at: http://www.raptortech.com/

Athletic Eligibility
In addition to the specific eligibility requirements set forth in Board Policy and PIAA rules, no student/athlete shall be eligible to participate in any interscholastic athletic practice or game unless he/she has participated in a pre-participation physical evaluation performed by a licensed physician and completed an ImPACT test. This physical, along with the accompanying forms (Section 1, 2, 3, 3B, 4 and 5), must be completed after June 1st (the summer before the start of the season) and prior to the first day of practice that school year.

Prior to participation in each subsequent season in the same school year, he/she must complete Section 6 of the PIAA forms prior to the start of practice. If any of the questions in this form are answered yes, a physician must complete and sign Section 7 prior to participation in any subsequent sports that school year.

District Property
District property issued to students is expected to be returned upon request in the condition in which it was issued. Students and their parents/guardians will be billed for the cost of replacing lost or damaged items. The billing for lost or damaged property will be based on the current replacement cost.

Students and their parents/guardians will be given a reasonable time period for remitting payment for lost or damaged property. Students and/or parents/guardians may request an extension of the due date if necessary. If payment is not remitted by the due date, the student will immediately become ineligible for extracurricular activities (athletics inclusive), field trips
and all graduation-related activities, including the graduation ceremony, until such time as payment is received in full by the school office.

Smoking/Tobacco Policy
New Hope-Solebury School District is a smoke-free environment. State law (Section 6306.1 of Act 145, Title 18) and district rules prohibit the use and/or possession of tobacco products on school property and at school events.

Asthma Inhalers and Epinephrine Auto-Injectors Policy
Students who have a valid, lawful prescription for asthma inhalers and/or epinephrine auto-injectors may carry such medications with them in school, on school property, at school-sponsored activities, and on the bus to and from school and/or school-sponsored activities. During such times, students are prohibited from sharing, giving, selling, or otherwise allowing or enabling other students to use the medications. Students are also prohibited, during such times, from using asthma inhalers or epinephrine auto-injectors in any manner other than which it is prescribed. Violations of this policy may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy. (Students are to label these items with their name for proper identification.) For additional information on the policy regarding the possession and/or use of asthma inhalers, please refer to District Policy 210.1.

Asbestos Management Plan
The New Hope Solebury School District has engaged Eagle Industrial Hygiene Assoc., Inc. to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all student and staff-accessed areas for the presence of both friable and non-friable asbestos-containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facilities were inspected for asbestos-containing materials.

The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review in the school offices and at the Director of Operations office during business hours.

A Child’s Right to Special Education

Every child has the right to be properly educated. Under the IDEA, Chapter 14 and/or Chapter 16 of the Pennsylvania Regulations, a child has a number of rights. Some of those rights are as follows:

If a child has a qualifying disability, is gifted, or both AND as a result of the qualifying
disability, giftedness, or both needs specially designed instruction, the child has a right to an IEP or GIEP.

**Evaluation:** Parents may request an evaluation at any time. The District will review all requests to evaluate under the IDEA and provide either a Permission to Evaluate form or written notice that the District has determined that an evaluation is not necessary or appropriate at that time. Parents must give written consent for an evaluation to be done. This evaluation is a collection of assessments done to help determine if the child is disabled, gifted, or both, and to determine the educational needs of the child. Parents must be included in the evaluation process. The evaluation must be completed within 60 calendar days after parental consent via a permission to evaluate (PTE) has been received, not including the summer break. An Evaluation Report must be provided to the parents.

**Individualized Education Program (IEP):** An IEP is a written statement for each child with a disability that is developed, reviewed and revised in meetings by an IEP team. The IEP team includes educators, the parents and other individuals who have knowledge or special expertise regarding the child. The student is also sometimes included in portions of the IEP team process for purposes of transition planning. The district must provide to the child everything that is included in the IEP.

**Gifted Individualized Education Program (GIEP):** A GIEP is a written plan describing the education to be provided to a gifted student that is developed, reviewed and revised in meetings by a GIEP team. The GIEP team includes educators, the parents, the student, if the parents want the student to participate, and other individuals at the discretion of either the district or the parents. The district must provide to the child everything that is included in the GIEP.

**Least Restrictive Environment:** A child with a disability must be educated with non-disabled peers, with any necessary supports and services, to the maximum extent appropriate. Schools may not isolate or segregate a child merely because of disabilities. However, a child may be educated outside of the regular education setting if the child’s needs cannot be met in the regular class or building, even with supports and services provided. Deciding is the appropriate and least restrictive educational setting for a student is a decision of the IEP team.

- Every disabled child eligible for special education services can attend school until age 21 at which time the child is entitled to a diploma or until the child graduates with a regular high school diploma (which does not include a GED), whichever occurs first.
- The IEP Team is required, by law, to consider the creation and implementation of positive behavior interventions/supports for all students who are eligible for special education services and whose behavior interferes with their learning or the learning of others. Such a plan, if deemed appropriate, will be individually designed to help the student develop, change and maintain appropriate behaviors. Corporal punishment may not be used on any student. IDEA-eligible students may not be suspended from school for more than 10 consecutive days or 15 cumulative days for violating the student code of conduct if the conduct is caused by or has a direct and substantial relationship to the student’s disability or was the direct result of the district’s failure to implement the IEP.
- The District does not employ quotas for special education.
- The District does not employ waiting lists for special education or otherwise
unreasonably delay the provision of special education services to IDEA-eligible students.

These rights are not guaranteed only if they are inexpensive, easy to provide, or convenient for the school. **THESE RIGHTS ARE ABSOLUTELY GUARANTEED BY THE LAW.**

If you believe the school has violated your child’s rights or you disagree with school officials, you have the right to express your opposition. You may choose to request mediation by contacting the Office for Dispute Resolution at 1-800-222-3353. You may choose to request an informal meeting by contacting your child’s principal or the Director of Special Education in writing. Certified mail is recommended. You may also request a due process hearing by following the procedures set forth on the Office for Dispute Resolution’s website at http://odr-pa.org. You may also file a State Complaint with the Chief, Division of Compliance, Monitoring and Planning of the Bureau of Special Education of the Pennsylvania Department of Education.

**Section 504 and the ADA:** Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute prohibiting discrimination on the basis of disability in any program or activity receiving federal financial assistance. Section 504 guarantees the right to full participation and access to a free appropriate public education (FAPE). “No otherwise qualified individual with a disability in the United States, as defined in section 706(8), shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance…. ” – 29 United States Code (U.S.C.) §794. As applied to schools, Section 504 broadly prohibits the denial of participation in public education, or enjoyment of the benefits offered by public school programs on the basis of student’s disability. The law recognizes that equal treatment and services may not be sufficient to convey equal benefit. For nondiscrimination to occur, the school must provide accommodations that ensure that that §504 eligible students may have equal opportunity to participate in District programs and services in the least restrictive environment appropriate. The United States Department of Education (USDE), Office for Civil Rights (OCR) provides compliance oversight for Section 504. (Public Law 93-112, amended as Public Law 93-516)

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities and extends this prohibition to the full range of state and local government services, programs, or activities regardless of whether they receive federal assistance. The Americans with Disabilities Act Amendments Act of 2008 (ADAAA) broadened the definition of “disability” under the ADA and Section 504. Among other changes, the ADAAA states that mitigating measures have no bearing in determining whether a student has a qualifying disability under the law, although such factors may affect the nature and type of accommodations a student needs. The changes made to ADAAA apply to public school students under Section 504. The USDE, OCR is designated by the Department of Justice to resolve complaints alleging noncompliance. (Public Law 101-336, amended as Public Law 110-325)

**Student Records Policy**
The New Hope-Solebury School Board recognizes the need to protect the privacy rights of special education students and their parents. The New Hope-Solebury School Board and district will adhere to the provisions of state and federal law pertaining to these privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing regulations; the Individuals with Disabilities Education Act (IDEA), as amended, and its implementing regulations; and the Pennsylvania Public School code of 1949. FERPA affords parents and students 18 years of age or former students who are attending college ("eligible students") certain rights with respect to the student's education records. Some of these rights are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or Director of Special Education a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s rights. Parents or eligible students should notify the school principal or the Director of Special Education in writing of the specific records that they believe are inaccurate, misleading or otherwise in violation of the student’s rights. Such written notice must clearly identify the part of the record the parent/eligible student wishes to have changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy rights. If the District agrees to amend the record, it will provide the parent/eligible student with written notice of that decision. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to request in writing a hearing before a disinterested school official to challenge the decision not to amend. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Parents/eligible students should understand that the law provides for and/or requires disclosure without consent in specific circumstances. One exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest in the record or information. The term “school officials” may include teachers, administrators, school nurses, guidance counselors, coaches, advisors, paraprofessionals, clerical staff, school safety staff and other district employees. It may also include Board members. School officials may also include district contractors, consultants, volunteers, or other parties to whom the district has outsourced institutional services or functions, provided that such outside party performs an institutional service for which the district would otherwise use an employee, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of Section 99.33 of FERPA, which governs the use and redisclosure of personally-identifiable information.
from education records. Other exceptions include disclosure without consent to officials of another school district in which a student has enrolled, seeks or intends to enroll and to child welfare agencies in certain circumstances.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School and/or district to comply with the requirements of FERPA. The name and address of the Office that investigates complaints is:

  Family Policy Compliance Office  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202

Equal Rights and Opportunity Policy  
The New Hope-Solebury School District will not discriminate with regards to employment or education because of race, color, religious creed, ancestry, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or familial status.

For information regarding this policy, and for information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, please contact our Pupil Services Director at 215.862.2552, ext. 6222.

Faculty/Staff Qualifications  
As a parent of a student at New Hope-Solebury School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. The law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a uniform and understandable format, including alternative formats upon request; and to the extent practicable, in a language parents can understand. Specifically, you have the right to ask for the following minimum information about each of your child’s classroom teachers:

- The status of a teacher’s licensure with the Pennsylvania Department of Education has licensed and whether the teacher has obtained “highly qualified” status.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child’s building principal.